



Job Description

Position: Selwyn Public Library Board Member

Page: 1 of 3

Reports To: Township of Selwyn Municipal Council

Date: May 2022

This Job Description is: x New Existing Revised

Job Summary:

Public Library Boards are governing boards. They are legal corporations with the authority to make policy and to govern the Library's affairs under the *Public Libraries Act*, RSO 1990, c. P.44.

A Board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Who Can Apply

The person appointed to the Library Board must be:

- A Canadian citizen;
- At least 18 years old;
- A resident of Selwyn Township; and
- Not employed by the Library or the Municipality.

Appointees to the Board shall not work as regularly scheduled volunteers in the Library or its associated New-to-You stores during their term, but may work as volunteers for fundraising or community outreach.

Essential Competencies & Qualifications

The essential core competences and qualifications for a Selwyn Public Library Board member are:

- Conviction that the public library is essential and uniquely important to the life of our community;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;

- Ability to actively participate in discussion and deliberation to attain positive outcomes.

Desirable Competencies & Qualifications

In addition to the above, based on the status of the current Selwyn Public Library Strategic Plan, the Library Board would benefit from diversity of membership, ensuring that each region of the Township is represented and that we have a Board that is as diverse as possible in age, gender, cultural background, and life experience. It would be advantageous to have parents of young children represented. Input from youth through a Youth Advisory Group that reports to the Board would be a great step in improving youth advocacy within the Library.

In addition to diversity, we feel that in the current economic climate and with the opening of the new Makerspace, recruiting members with fundraising experience, financial literacy and business/marketing/HR experience would be of benefit. Knowledge and a relationship with First Nations communities, history and culture may be advantageous as well. However, most importantly, future Board members should be passionate about the Library and be prepared to be engaged in Board activities.

Values

As a member of a Selwyn Public Library Board, one must act honestly and in good faith and in the best interests of the Library. This means that the interests of the Library take precedence over personal interests or those of any group with which the Board member is associated.

Board members are required to conduct themselves in accordance with the *Selwyn Public Library Board Members' Code of Conduct*, which states the Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Selwyn Public Library believes that it is the right of all employees, Board members, volunteers, and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment that promotes mutual respect, provides equal opportunities, and is free from harassment.

Responsibilities

The primary role of the Selwyn Public Library Board is to provide governance, while daily operations of the Library are managed by the CEO. Board roles are to:

- Guide the vision, mission, and strategic direction for the Library;
- Make policy within the framework of government legislation and regulations;
- Provide oversight of Library finances;
- Monitor the overall effectiveness of the Library in meeting community needs in an efficient and inclusive manner;
- Evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer who is responsible for the implementation of the strategic plan and the management of the day-to-day delivery of public service and daily operations of the Library.

The Library Board has the authority to act on behalf of the Library; individual Board members have no authority to act on their own.

Board Member Roles

Along with their governance, legal and fiscal roles, Library Board Members are expected to support and participate in community engagement by:

- Building community pride in the Library;
- Advocating the Library's essential role in the community;
- Maintaining an open dialogue with the community;
- Building and maintaining strong relationships with Municipal Council;
- Fostering relationships with community groups and leaders.

An effective Board member keeps the Library's overall vision, mission and values in mind while assisting in the realization of the Library's strategic plan.

Time Commitment

The Library Board holds 7-10 regular monthly meetings a year with summer recess July-August. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 2 hours.

On occasion, Board members are also required to participate in public events including volunteer recognition and community events that promote the Library.

Board members may also elect to participate in “ad hoc” committees of the Board which are established to deal with specific matters such as the evaluation of the CEO or drafting policy, budget review, fundraising, or art display selection. A Board Chair is elected from among the Board members at the first meeting of the Board term and serves for the duration of the 4-year term. A Vice-Chair is also elected and is appointed on an annual basis.

Compensation

Library Board Members are compensated for their attendance at Board meetings through an annual honorarium. In addition, they may be compensated for expenses when attending meetings/conferences on behalf of the Library.

Additional Information

Selwyn Public Library website – Board info link

The Ontario Library Board’s Association (OLBA) has put together an excellent overview document called *Cut to the Chase* that outlines the role of public Library boards.

<http://www.accessola.org/web/Documents/OLA/Divisions/OLBA/Cut-to-the-Chase-ENG.pdf>

New Board members are required to be fully vaccinated against COVID-19, as a condition of appointment.