



Library Board Member Position Description

The **Public Libraries Act** defines the governance of public libraries in Ontario. According to the Act, a person is qualified to be appointed as a member of a board who is:

- a member of the appointing council, or,
- at least eighteen years old
- a Canadian citizen or permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada)
- a resident of the municipality for which the board is established
- is not employed by the Board or by the Municipality

In accordance with the Public Libraries Act, s. 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less the majority of the Board.

The Brock Township Public Library website contains information about Board appointments, policies, and an application form. The Library Strategic Plan is also available on the library website.

The Role of the Board

Public Library Boards are governing boards:

- 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.

The stakeholders of today's libraries expect strong leadership. Consequently, modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas and forge strong relationships that will support the library in its Vision, Mission, and Values.

Mission

Brock Township Public Library is a dynamic centre of interconnection, engaging and inspiring our diverse community.

Vision

Brock Township Public Library is a vibrant, responsive, and collaborative leader, providing enrichment throughout our community and beyond.

Responsibilities of the Library Board

In accordance with the Public Libraries Act, s. 20, the Brock Township Public Library Board:

- Sets the vision, mission, and strategic direction for the Library through strategic planning techniques
- Makes policies within the framework of legislation and regulations
- Oversees the Library's finances in accordance with public accounting principles and requirements and municipal budget policy and procedures
- Monitors overall effectiveness of the Library in meeting community needs in an efficient and responsive manner and evaluates progress on the strategic plan
- Hires and evaluates a qualified Chief Executive Officer to implement the strategic plan and manage the daily operations of the library
- Promotes and advocates for the Library
- Adheres to the Public Libraries Act, its regulations and legislation

The Library Board has the authority to act on behalf of the Library. Individual board members have no authority to act on their own. The board speaks with one voice.

Responsibilities of a Board Member

As a member of a Library Board, a member 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 member is associated and/or may favour.

Board members must uphold and conduct their self in accordance with the Brock Township Public Library's Respect in the Workplace - Harassment and Violence Policy. The Library is committed to providing a working environment that promotes mutual respect, provides equal opportunities, and is free from harassment.

Along with the governance and fiscal roles, Library Board members are expected to support and participate in community engagement by:

- Sustaining the library as an essential community service
- Advocating the library's role in the community
- Maintaining an open dialogue with the community
- Building strong relationships with municipal council
- Participating regularly in activities that build relationships with individuals and organizations that share interests with those of the Brock Township Public Library
- Developing strategic partnerships with community groups and leaders.

Each member must uphold the overall vision and mission of the Library while acting strategically in the best interests of the public good.

Please refer to Policy: **GOV 03 Governance – Duties and Responsibilities of Individual Board Members**

Competencies & Qualifications

The core competencies and qualifications for a Brock Township Public Library Board Member are:

- Belief that the Public Library provides a unique and essential service to all citizens
- 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 and to attain positive outcomes; and
- Time and energy

Time Commitment

The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports and other information on library systems and public trends. Board meetings are generally one to two hours in length. Time commitment is approximately 4 hours per month.

Board members are encouraged to represent the library on external bodies and committees, such as the Diversity, Equity, and Inclusion Subcommittee or the Ontario Library Services Board Assembly, if possible.

Compensation

This is a volunteer position.

Other Information

For more information, please feel free to contact the Brock Township Public Library Chief Executive Officer, Katie-Scarlett MacGillivray, at 705-426-9283 or at info@brocklibraries.ca