

Haldimand County Public Library Trustee Position Description

Public library boards in Ontario 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 a comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Eligibility

A person appointed to the Library Board must be:

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

Term

Concurrent with Council term (four years).

Time Commitment

The Library Board holds 10 monthly meetings a year, usually September – June. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 1.5 hours. In the first year of a new four-year term, there will be additional meetings for Board orientation and for strategic planning.

Board members may also elect to participate on *ad hoc* committees of the board which are established to deal with specific matters, such as the hiring of the CEO, or planning for a new building.

Compensation

Library board members are not compensated for time required to participate in board activities. Board members are reimbursed for travelling and other expenses incurred in carrying out their duties as members.

Responsibilities

The primary roles of the Haldimand County Public Library Board are to:

- Set the vision, mission and strategic direction for the library;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs;
- Set fees where allowed by the *Public Libraries Act*; and

- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library.

Roles

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

- Building community pride in the library;
- Advocating the library's role in the community;
- Building strong relationships with municipal councils;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.