



Policy Title:	Information for New Library Board Members
Policy Type:	Board
Policy #:	BD 004-07
Policy Authority:	Board
Effective Date:	March 2018

PURPOSE

Provide information for new Library Board members.

Size of Library Board

In accordance with the Public Libraries Act, “a public library board shall be composed of at least five members appointed by the municipal council. “ 2002, c. 18, Sched. F, s. 3 (8).

Duties and Responsibilities

*“Board members see that the Library is properly run but do not run it.
Board members see that the library is properly managed but do not manage it”
- Ontario Library Trustees’ Association Handbook 1986*

The Library Board establishes policies and appoints the Chief Executive Officer who may also be the secretary/treasurer of the board, and who administers the library under the guidance of those policies.

The Library Board has direct responsibility to:

1. Employ and evaluate a competent and qualified Chief Executive Officer, who may also be the Secretary-Treasurer of the Board, and who administers the library;
2. Create link between the community and the operational organization;
3. Determine the mission, purpose and strategic ends for the library;
4. Actively build relationships with the Clarington community and with the municipal council;
5. Write governing policies that address the broadest levels of all organizational decisions and relationship;
6. Provide assurance of successful organizational and Board performance;
7. Secure adequate funds to fulfill the library’s mission; and
8. Fulfill legal obligations related to Public Libraries Act.

Term

Four years, concurrent with the term of Municipal Council, may be re-appointed for one or more terms.

Remuneration

No remuneration is paid to Board members. Out-of-pocket expenses are reimbursed in accordance with Library policies.

Legal Criteria

1. Must be a Canadian citizen;
2. Must be eighteen years (18) of age or older;
3. Must be a resident of the Municipality of Clarington; and
4. Must not be employed by the Library Board or the Municipality of Clarington.

Meetings/Time Commitment

1. The Library Board usually meets at the Bowmanville Branch of the Clarington Public Library and occasionally meets at one of the library branches
2. Regular meetings are held each month, between September and June. Meetings in July and August are at the call of the Chair.
3. Board members may be asked to serve on library committees, to liaise with community groups, to represent the library at various events, to attend annual conferences, to address Council and community groups.
4. Board members belong to the Ontario Library Board Association that holds annual conferences and sponsor other development activities.

Desirable Qualifications for an Effective Board Member

1. Understanding of the roles of a Board members and of the Library Director
2. Ability to develop important perspectives on critical topics such as intellectual freedom, literacy, library finances, policies, strategic directions, government relations and human resources
3. Comfort and confidence in addressing Council or community groups, and speaking with elected Councillors
4. Excellent communication and interpersonal skills
5. Demonstrated strong connection with the community and its leaders
6. Openness to ideas/suggestions on how to move library service forward
7. A willingness to advocate for the library
8. Previous experience on volunteer boards

Disqualification

The Public Libraries Act, R.S.O. 1990, chapter P.44 lists the circumstances which would lead to the disqualification of a Board Member. Disqualification occurs if a Board Member:

1. Is convicted of an indictable offence;
2. Becomes incapacitated;
3. Is absent from three consecutive meetings of the Board without being authorized by a Board resolution;
4. Ceases to be qualified for membership under clause 10(i) (c) of the **Public Libraries Act, R.S.O. 1990, chapter P.44**, or;
5. Otherwise forfeits his or her seat.

If one or more of these conditions apply, “the member’s seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly”. (**Public Libraries Act, R.S.O. 1990, chapter P.44, section 13**).