

BECOMING A LIBRARY BOARD TRUSTEE



Welland Public Library
50 The Boardwalk
Welland, ON
L3B 6J1

905-734-6210
www.wellandlibrary.ca

The Public Library in Ontario

The *Public Libraries Act, Revised Statutes of Ontario 1990, Chapter P.44* provides the legal basis upon which public library service is offered in the Province of Ontario. It states "The council of a municipality ... may by by-law establish a public library". Once council passes a by-law to establish a public library, council must then appoint a board to administer the library.

Procedures for Becoming a Library Board Trustee

The Welland Public Library has nine members who serve a four-year term concurrent with Welland City Council. The Board is composed of:

- 1 - City Council Representative
- 8 - Citizens-at-large, appointed by City Council

Members of the Library Board serve without remuneration.

The Library Board is responsible for making policies for the operation of the Library; for obtaining adequate funding for library materials, services and programs; and for promoting the Library in the community.

Welland City Council advertises the Library Board openings for Citizens-at-large in the local newspaper immediately following each municipal election. Any interested citizen is free to apply to City Council by application for a seat on the Board. Applications are available from the City's Clerk's department.

If openings occur on the Library Board during its term of office, new appointees are selected in the manner described above.

Welland Library Board Meetings

The Welland Public Library Board meets at the Library on the third Monday of each month at 7:00 p.m. from September to June.

Duties of the Library Board

- To define the library's purpose and direction
- To set policies under which the CEO is delegated authority and resources to run the library
- Establish and maintain relationship with local municipal councillors and MPPs.
- To act as a bridge between the library and the community
- To promote library service to the community
- To ensure that the Library meets the community's needs, as well as the Library's stated goals
- Work to secure adequate funding to fulfill those goals
- Be aware of all legislation affecting libraries and play an active role in initiating and supporting beneficial library legislation
- Attend outside meetings and workshops for trustees and be prepared to interact with provincial and national library organizations

Library Board Accountability

- Practice good governance
- Accept fiduciary responsibility
- Build a strong relationship with library users and non-users alike
- Keep abreast of standards and library trends
- Maintain an external, future focus
- Adopt a leadership style that will move library service forward
- Think in a business-like manner about a public service
- Adopt an annual budget and monitor its performance
- Supply annual budget estimates to City Council
- Provide annual reports on library operations to the community, City Council and the Province

Competencies and Skills

Library Board members should have one or more of the following Competencies and Skills:

- Commitment to and strong interest in public libraries, the community and their inter-relationship
 - Connections and affiliations with the community
 - Ability to work with the other Board trustees, library staff, and governing officials, and to represent the library in the community.
 - Aptitude for planning – both long and short range
 - Facilitator / consensus building
 - Previous board experience
 - Understanding budget development and the budget process
 - Public issue campaigning
 - Public consultation / involvement
 - Public relations experience
 - Technology background
 - Financial / business background
 - Human Resources background
 - Community organization background
 - Policy development
 - Knowledge of municipal affairs
 - Knowledge of fundraising
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For More Information on Becoming a Library Board Trustee, contact:

Chief Executive Officer
Welland Public Library
905-734-6210, ext. 2500