

GUIDELINES FOR THE POSITION OF PUBLIC LIBRARY BOARD MEMBER

POSITION:

West Nipissing Public Library Board Member

MISSION STATEMENT:

The West Nipissing Public Library serves as the community's access centre

The Library brings people together into effective contact with resources of expression inspiration and knowledge according to individual requirements. Information provided by the West Nipissing Public Library refers not only to inert data but to the dynamic process of communication and interaction with both human and recorded resources.

The West Nipissing Public Library serves all of the people in its community in their roles as individuals or as members of the organizations, except as insofar as other libraries and information providers are designated to serve their resource needs in specifically defined areas. This Library also participated with other libraries in resource sharing agreements and cooperative networks in order that each library may provide a comprehensive range of information.

ORGANIZATION OF THE BOARD:

The West Nipissing Public Library Board operates under the authority of the *Public Libraries Act, RSO 1990, c.P.44*

The Act requires a minimum of 5 Members and no more than 9 Members.

REQUIRED:

- Must be a Canadian citizen, and at least eighteen years' old
- Must be a resident of the Municipality of West Nipissing
- May not be employed by the Library Board, nor by the Municipality.

TERM:

Concurrent with the terms of the appointing council, and may be reappointed for one or more further terms.

REMUNERATION:

- None
- Allowable expenses only

TIME COMMITMENT:

- Prepare for and attend regular meetings once a month at least 10 months each year.
- Prepare for and attend special board meetings from time to time, as required
- Meetings are held in the Sturgeon Falls location as well as in the branch locations from time to time
- Attend outside meetings, conferences and workshops for Members

FUNCTIONS:

The Library Board establishes policies and appoints the Chief Librarian/Chief Executive Officer who administers the library under the guidance of established board policies

DUTIES OF THE BOARD MEMBERS:

- Employ a qualified Chief Executive Officer
- Conducts a Performance Appraisal of the Chief Librarian / CEO
- Keep abreast of standards and library trends
- Determine the goals of the library that help focus efforts on the needs of the community
- Work to secure adequate funding to fulfill those goals
- Establish written policies for the delivery of effective library service
- Promote library service in the community
- Establish and maintain relationship with local municipal councillors and MPP's
- 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 Members and be prepared to interact with provincial and national library organizations

DESIRABLE QUALIFICATIONS FOR A MEMBER:

- Interest in the library, the community and their inter-relationship
- Readiness to dedicate time and effort to the Board's goals and purpose
- Knowledge of the community's social and economic conditions
- Aptitude for planning - both long and short range
- Ability to work with other Board Members, library staff, and governing officials, and to represent the Library in the community
- Appreciation of the diversity of the community served by West Nipissing Public Library

BOARD DEVELOPMENT:

- The Library Board supports and encourages board members to attend Ontario Library Association Annual Conference.
- Other opportunities for Board development workshops are encouraged (OLS-North etc)

RELEVANT EXPERIENCE FOR MEMBERS:

- Previous experience on volunteer boards or advisory committees
- Connections and affiliations with the community