



Board Job Description

The *Public Libraries Act* provides for the provision of library services within municipalities. The Perth East Public Library Board is appointed by Perth East Council every four years, and is responsible for libraries within its jurisdiction. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual members. Through policy, the Board delegates administrative authority and responsibility to the Chief Executive Officer (CEO), subject to the provisions and restrictions of the *Public Libraries Act and Regulations*

About the Library 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, RSO 1990. C. P. 44

In accordance with the Public Libraries Act, 2. 10 (2b), municipal council shall not appoint more of its own members to the board than is a bare majority of the board.

A Board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Responsibilities of the Library Board

The primary roles of the Perth East Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public libraries Act;
- 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.

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."

Values of a Board Member:

As an appointed member of a library board, the 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 trustee is associated

Members are required to conduct themselves in accordance with the *Perth East Public Library Board Members Code of Conduct*, which states that that Board commits itself and its members to ethical,

Title: Perth East Public Library Board Job Description

Approval Date: March 8, 2022

Last Reviewed:

Next Review: January 2023

businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Perth East public Library believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library be treated with dignity and respect. The library is committed to providing a working environment that promotes mutual respect, provides equal opportunities and is free from harassment.

Board Member Roles & Responsibilities

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

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with Municipal Council;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, the Perth East Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to vision. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

Essential Competencies & Qualifications

The person appointed to the Library Board must be:

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

The essential core competences and qualifications for a Perth East Public Library Trustee are:

- Conviction that the public library provides a unique and essential service to Perth East community
- Commitment to the Township of Perth East and the township's residents through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders
- Ability to approach people and problems with an open mind;

Title: Perth East Public Library Board Job Description

Approval Date: March 8, 2022

Last Reviewed:

Next Review: January 2023

Time Commitment

The Library Board holds eleven (11) regular monthly meetings a year January – July and September – December inclusive.

The time commitment includes time reading and considering reports and other information in the meeting package, and the meeting time of approximately one to two hours in length.

Board members represent the library on external bodies and committees such as the Southern Ontario Library Service Trustee Council and Perth County Information Network (PCIN) Board.

Time commitments may vary.

Additional Information

Interested applicants can find information on the following websites:

<https://pertheastpl.ca/index.php/>

Related Documents

Legal References: Public Libraries, RSO 1990. C. P. 44

Policy References: Board By-Laws

Board Member Code of Conduct

Approval Date:

Next Review:

Revision Dates:

Title: Perth East Public Library Board Job Description

Approval Date: March 8, 2022

Last Reviewed:

Next Review: January 2023