

Library Board Member Recruitment Package

# Thank you for your interest in the Grand Forks & District Public Library Board.

We have prepared this package to assist you in your decision to apply for a position as a Trustee with the Grand Forks and District Public Library. We hope the information clarifies the governance of the Library and the roles and responsibilities of a Trustee. Within these materials, you will find insights into the governance structure of the library and the significant responsibilities associated with serving on the Board.

Before finalizing your application, we recommend thoroughly reviewing these policies. Your understanding and agreement with these policies is required for your participation as a Board member. When applying, your formal agreement to these policies will be requested.

Members of the Grand Forks & District Public Library Board are elected from the Library membership. The Board of Directors may create eligibility criteria for election nominees. Board elections will be held in the week before the Annual General Meeting.

If you have any questions about the contents of this package or about joining the Library Board, please contact

Library Director Cari Lynn Gawletz director@gfpl.ca 250-442-8382, or Board Chair Mary Kierans at lozanski@shaw.ca 604-306-1797.

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# Grand Forks & District Public Library Mission, Vision, and Values

# Our Mission:

Our mission is to engage and enrich our community by providing access to a world of information, discovery, lifelong learning, culture, and recreational pursuits.

# Our Vision:

To be an innovative and accessible centre for the social, cultural, and information needs of the community.

# Our Values:

# Excellence

We encourage a culture of excellence and provide a level of service which reflects this: we support the community to reach its highest potential.

# Inclusiveness

Our building is the community's living room, and as such we practice inclusiveness by supporting the wide varieties of needs among the people we serve.

# Lifelong learning

We are an information hub, and encourage the use of our resources to pursue any number of educational pursuits, regardless of age or experience.

#### Innovation

We are continuously seeking to learn and improve by exploring new ideas and by continually being mindful of the evolving model and role of the public library.

# Diversity

It is the responsibility of Canadian public institutions, including libraries, to support a society that respects diversity and fosters social inclusion. The Grand Forks & District Public Library is responsible for working with our community to create services that diverse communities identify as respectful, inclusive, and accessible.

The Library delivers safe and inclusive service, affirming the dignity of those it serves, regardless of heritage, education, beliefs, ethnicity, religion, gender, age, sexual orientation, gender identity, physical or mental health, physical or cognitive capabilities, or socio-economic status.

# Knowledge

We recognise the difference between information and knowledge, and promote a deeper understanding of the world.

# Sustainability

We know the importance of preserving our planet and seek to practice and promote sustainability in all our practices and programs.

#### Trust

We conduct ourselves openly and with integrity.

### Intellectual Freedom

The Grand Forks & District Public Library endorses the British Columbia Library Association Statement on Intellectual Freedom.

British Columbia Library Association Statement on Intellectual Freedom (pending review by the BCLA Board)

- 1. It is in the interest for libraries and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
- It would conflict with the public interest for libraries to establish their own political, moral or aesthetic views as the sole standard for determining what books and other materials should be published or circulated.
- 3. It is contrary to the public interest for libraries or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
- 4. There is no place in British Columbia for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of the writers to achieve artistic expression.
- 5. It is not in the public interest to force a reader to accept any book with the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 6. It is the responsibility of library administrators and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- 7. It is the responsibility of libraries and librarians to give full meaning to intellectual freedom by providing books and other materials that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, librarians can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.
- 8. Non-book materials should be judged by the same criteria as books.

# Library Board Trustee Job Description

# Nature and Scope of Work of a Library Board Member

This is an elected position with rights and responsibilities as per the Library Act of British Columbia. As a member of the Grand Forks & District Public Library Board, you are a citizen, who, along with other members of the Board, have been given trust to care for its library. This implies a challenge, an obligation, and an opportunity.

Your responsibility is to represent the public interest in libraries. You will be asked to give freely of your time, talents, and energy. This will involve establishing effective working relationships with local government, library staff, and fellow Board members. It will require becoming a part of a team (the Library Board) whose mandate is the governance of the Library. A trustee should be an active participant on the Board, participating in committees and volunteering for special projects.

Regular Board meetings are held every other month, with some special meetings called throughout the year. The time and dates of Board meetings are selected each year to best suit the needs of the library and current Board members. Hybrid meeting options are available when Board members are unable to attend meetings in person, so long as suitable notice is provided to the Library Director.

# Responsibilities of a Library Board Trustee

- 1. Attend Board meetings with regularity and punctuality.
- 2. Before the meetings, read the Board or Committee material which has been sent out ahead of time. Take time to note any comments or concerns you have about matters which will be discussed at the meeting.
- 3. Participate in the discussions and decisions at the time they are taking place rather than waiting to state your opinions after action has been taken.
- 4. Ask questions or request additional information about any issue you do not understand. Chances are you are not the only one who does not understand. No Library Board Trustee should vote without clearly understanding that which is being voted on.
- 5. Support decisions duly made by the Board.
- Raise any library-related concerns which you have observed or which community members have brought to your attention with the Library Director or Board Chair, as appropriate.
- 7. Know and understand the mission and policies of the Library Board.
- 8. Be informed and knowledgeable about the Grand Forks & District Public Library and commit yourself to learning.
- 9. Maintain an objective and unbiased approach free of conflict of interest.

- 10. If you have been elected chairperson of a Committee or the Board, you have additional responsibility to:
  - a. In consultation with the Library Director, prepare meeting agendas, and ensure that this agenda, along with any supporting material, is sent out ahead of time to each Board member.
  - b. Understand each agenda item and its purpose on the agenda.
  - c. Call the meeting to order when a quorum is present at the appointed starting time.
  - d. Introduce and welcome any visiting staff, community members, guests or others.
  - e. Facilitate the meeting's discussion and decision-making processes by:
    - i. Allowing all members full and equal opportunity to participate
    - ii. Keeping order in the meeting according to the Board's recognized bylaws and rules.
    - iii. Acting as a neutral party while ensuring the discussion stays on topic and when sufficient debate has taken place on any topic, calling for a vote.

# Qualifications

- 1. To have interest in and be supportive of library activities.
- 2. To be a resident of Grand Forks, Area C, or Area D.
- 3. Be a library member for at least 30 days prior to nomination.
- 4. Be at least 18 years old.
- 5. Must not be a library staff member.

Experience serving on or working with nonprofit boards is preferred.

# **Important Library Policies**

#### 1. Governance Policy

#### **General Principles:**

The Library Board of the Grand Forks Public Library Association is the link with the community and acts to determine what the community wants the local library to accomplish. The Library Board sets policy, plans strategically for the future of library service in Grand Forks and Areas "C" and "D". The Board is to give priority to the library's mission and goals, link with the community, and monitor the library's performance.

# 1.1 Mandate of the Library Board

The mandate of the Board is defined by the Library Act, [RSBC 1996] c. 264. (See Appendix A.)

#### 1.2 Governance Principles

The Board governs the library on behalf of the Grand Forks Public Library Association. As a governing body the Board is to speak with one voice. All authority rests with the Board. Authority does not rest with individual trustees except as conferred by the Board for specific purposes. Any public statement which relates to library policy must be approved by the Board.

#### 1.3 The Role of the Board

Board is the public trust for the Grand Forks Public Library Association. The Board is responsible to create a mission and vision of library service for the community by articulating values and principles, setting goals, developing effective governance policy, monitoring library performance and meeting provincial standards.

# 1.3.1 Specific Responsibilities of the Library Board

The Board acts as a committee-of-the-whole in the governance of the Grand Forks Public Library.

# Board Members will:

- Know the mission and purpose of the Library
- Plan strategically for the future of the Library
- Monitor and evaluate the delivery of the Strategic Plan
- Maintain legal and ethical integrity in carrying out their duties
- Understand the roles and responsibilities of the Board vis-à-vis the Library Director
- Act in a fiscally responsible manner

#### The Board writes policies which define:

- 1) the governance process (how the Board conceives, carries out and monitors its responsibilities)
- 2) the Board-Library Director relationship.
- 3) the operational rules for the Library.

The Library Board's ongoing agenda is concerned with governance issues, not management issues.

# The Board shall:

- Monitor compliance with policy by reports from the Library Director, outside individuals or agencies.
- Advocate for increased community support for the library through raising the profile and awareness of the value of the library.
- Create partnerships with other agencies to achieve the library's mission.
- Carry out other responsibilities as specified by the Library Act, [RSBC 1996] c. 264.

#### 1.4 Composition of the Library Board

The Board shall consist of a minimum of five (5) elected members of the association and a maximum of nine (9). One member may be appointed by the Regional District of Kootenay Boundary (RDKB) in order to represent the City of Grand Forks, Area C and Area D.

#### 1.5 Meetings of the Library Board

The Board will endeavour to meet monthly and/or at any time at the call of the Chair. The regular schedule for the date and time of Board Meetings will be determined annually by the Board. Regular Board meetings are open to the public.

The Library Board uses the *Standard Code of Parliamentary Procedure* by the American Institute of Parliamentarians (2012) to run its regular meetings.

Minutes of Board meetings will be available for public viewing and on the library website. The official minutes may be viewed on request to the Library Director in person at the Library.

Groups and/or individuals wishing to address the Board on library matters must contact the Board Chair no less than seven days prior to the scheduled meeting date for possible inclusion in the regular meeting agenda.

# 1.5.1 In-camera Meetings

The Board is required to hold meetings *in-camera* (closed to the public) when it discusses personnel, legal, or land issues. These meetings will either;

- a. Be called as a standalone in-camera meeting of the Board, or
- b. Be called by motion at a regular meeting of the Board and will take place at the end of that meeting.

# 1.6 Annual Agenda

In order for the Board to fulfill its responsibilities, it will follow a monthly agenda and an annual agenda. The agenda(s) will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will establish a schedule that will include the following:

- Board Orientation and Education
- Policy Evaluation, Review and Revision
- Library Director Evaluation
- Board Self-Evaluation

# 1.7 Code of Conduct

The Board and its members shall operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.

Board members shall have loyalty to the interests of the Grand Forks & District Public Library. This supersedes any loyalty to advocacy or interest groups.

Board members shall not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies, or when acting under specific delegation by the Board.

# 2. Board - Library Director Relationship

# **General Principles:**

The Board has one employee – the Library Director. The Board hires the Library Director. The Library Director is accountable to the Board as a whole. The Board's ongoing agenda is concerned with governance issues and not management issues.

# 2.1 Delegation to the Library Director

All authority delegated from the Board to staff is delegated through the Library Director. The Board will establish governance policies and will delegate the implementation to the Library Director.

# Consequently:

- The Board will direct the Library Director to achieve defined results, through the established mission and goals policies.
- The Library Director is authorized to establish procedures, recommend new policy to the Board, make all decisions and take all actions as long as they represent a reasonable interpretation of the Board's policies.

# Application for Nomination to the Grand Forks & District Public Library Board

Full Name:	
Date of birth:	
Library Card Number:	
Address:	
Area of Residence: Grand Forks Area C Area D	
Phone:	<u>.</u>
Email:	
Occupation:	
NOTICE: The following will be shared publicly if valid nominations and a vote must be taken.	exceed the number of vacancies
Provide a brief description of yourself:	
Why do you want to join the Grand Forks & District Public Lib	rary Board?

What experience makes you a good candidate for the Library Board?			
I am being nominated by (name):	_ library card number:		
Nominator's signature:			
I agree to adhere to the policies of the Grand Forks &	District Public Library.	(initial)	
I agree to act with integrity and to maintain the Missi & District Public Library.	ion, Vision, and Values of the	Grand Forks (initial)	
I agree to adhere to the Grand Forks & District Public Library's Board Code of Conduct (1.7) for			
the duration of the nomination period.		(initial)	
I certify that the above information is correct, and ag Grand Forks & District Public Library Board.	ree to be nominated for elec	tion to the	
(signature)			