

Thank you very much for your interest in the Cranbrook Public Library.

The purpose of this package is to provide people with information to assist in their decision to apply for a position as a trustee on the Library Board. We hope it will give you a good overview of the governance of the library and the roles and responsibilities of its trustees.

In this package you will find information about:

- ◆ Governance of the Cranbrook Public Library
- ◆ Trustee Roles and Responsibilities
- ◆ Library Board Trustee Code of Conduct
- ◆ Library Board Trustee Application Form

We encourage you to visit our website, [www.cranbrookpubliclibrary.ca/library/policies/](http://www.cranbrookpubliclibrary.ca/library/policies/), to explore the library's strategic plan, annual reports and full policy manual.

If you chose to apply for a position on the Library Board, you will be invited to attend an orientation meeting so we can answer any questions you may have regarding the library and the Board. The following chart summarizes the steps in selecting and appointing new trustees.

You can find the City of Cranbrook's Volunteer Application form online at [http://docs.cranbrook.ca/downloads/corporate/termsofreference/Volunteer\\_Application\\_Form.pdf](http://docs.cranbrook.ca/downloads/corporate/termsofreference/Volunteer_Application_Form.pdf)

## SELECTION PROCESS

Application	Selection	Approval
<ol style="list-style-type: none"> <li>1. Public call for applications to fill Board vacancies.</li> <li>2. Applicants review information package</li> <li>3. Applicants complete and submit application form</li> <li>4. Applicants attend an orientation meeting to confirm interest and eligibility.</li> </ol>	<ol style="list-style-type: none"> <li>1. Selection committee reviews current Board composition to establish priorities.</li> <li>2. Candidates are evaluated.</li> <li>3. References are checked; input solicited from library trustees and chief librarian.</li> <li>4. Recommendations for new trustees are sent to Council.</li> </ol>	<ol style="list-style-type: none"> <li>1. Council selects and approves new trustees.</li> <li>2. New trustees sign Code of Conduct.</li> <li>3. Orientation and tour of library with Board Chair and director.</li> <li>4. New trustees commence their role in January.</li> <li>5. New trustees attend BCLTA TOP session within their first year.</li> </ol>

## GOVERNANCE OF THE CRANBROOK PUBLIC LIBRARY

### LIBRARY ACT

The role of the library Board is established by the provincial government through the *Library Act*, which details information on the governance of public libraries. It specifies the roles, rights and responsibilities of the Board, including:

- ◆ Identifying who is eligible for appointment as a trustee
- ◆ How appointments get made
- ◆ The length of appointments, including the maximum term
- ◆ The minimum (5) and maximum (13) number of trustees on the Board
- ◆ How often the Board must meet
- ◆ The budgeting and finance issues the Board must address
- ◆ The manner in which Board Chairs and Vice-Chairs are appointed

All Cranbrook Public Library Board trustees get a copy of a manual which includes the BC *Library Act*. The *Library Act* should be a trustee's primary reference of governance.

### BOARD STRUCTURE

There are three types of library board under the *Library Act*: municipal, regional and association. The Cranbrook Public Library is a municipal library.

- ◆ A municipal library is managed by a board appointed by Council
  - There are 9 members on the Cranbrook Public Library Board: 6 residents of Cranbrook, 2 residents of RDEK Area C, 1 Council representative
- ◆ To be eligible for appointment, a person must be a resident or elector of Cranbrook or Area C.
  - With the exception of the Council representative, the trustees cannot be a member of Council or the RDEK board.
  - The trustee cannot be an employee of the library, the municipality or the regional district

### TERM OF OFFICE

- ◆ A trustee's term of office is 2 years to a maximum of 8 consecutive years
  - The Council representative is appointed for a one-year term
- ◆ The Board appoints the Chair and Vice-Chair at the first meeting of the year, held in January

### BOARD DUTIES

This section covers the key duties legislated in the *Library Act*. The next section contains more details on trustee roles and responsibilities.

1. Determine policy, specifically the rules for managing the provision of public library services and for regulating the use of the facilities and programs by the public.
2. Appoint the chief librarian and review his/her performance.
3. Review and approve the annual operating budget and monitor revenue and expenditures
4. Prepare an annual operating budget to present to Council.

## BOARD MEETING SCHEDULE

The Cranbrook Public Library Board meets at 7 pm on the third Wednesday of each month, except for July, August and December. These meetings are open to the public. There is a provision for additional meetings or closed meetings as required. Board meetings typically last two hours.

## TRUSTEE ROLES AND RESPONSIBILITIES

Cranbrook Public Library Board Trustees must commit to these responsibilities:

### GOVERNANCE, OVERSIGHT & PLANNING

- ◆ Provide leadership in board and community affairs.
- ◆ Understand the *BC Library Act*.
- ◆ Exercise the legal responsibilities associated with being a Board member.
- ◆ Act with integrity in all matters relating to the library and community.
- ◆ Maintain an objective and unbiased approach free of conflict of interest.
- ◆ Know, understand, enforce and update the library's mission, vision and policies.
- ◆ Develop a strategic plan to guide the library's development.
- ◆ Seek opportunities for continuous improvement of board knowledge and effectiveness.
- ◆ Exercise confidentiality as a trustee and abide by decisions duly made by the Board.
- ◆ Evaluate performance of the Board and Chief Librarian.
- ◆ Observe parliamentary procedures in Board meetings, which are conducted using *Robert's Rules of Order*.

### PARTICIPATION

- ◆ Prepare for board meetings by reading and being prepared to discuss the contents of the agenda package.
- ◆ Attend regularly scheduled board meetings.
- ◆ Participate fully, question openly and deliberate thoughtfully in discussions and decisions at the time they are taking place.
- ◆ Serve on standing committees, act as liaisons and participate in ad hoc committees as required. Each trustee is expected to chair or participate in one or two committees to explore topics in detail.
  - There are two standing committees: Community Resource & Relations Development and Planning & Policy.
  - There are four liaison positions: Kootenay Library Federation, Friends of the Library, BC Library Trustee Association and Personnel.
  - All trustees are involved in budget planning.
  - Trustees may also be asked to participate in ad hoc committees that have been established by the Chair for a specific purpose. The term of the appointment ends at the fulfilment of the purpose or by direction of the Board.
- ◆ Support library events, including fundraising, through active participation.
- ◆ Participate in Board workshops.

*If a trustee is absent for more than three consecutive meetings without written approval from the Chair, Council may choose to terminate his/her position upon receipt of a report from the Chair.*

## ADVOCACY

- ◆ Secure financial resources to realize the Cranbrook Public Library's mission and strategic plan goals through building relationships with Council, stakeholders and the community.
- ◆ Advocate for the library in appropriate public and private venues.
- ◆ Participate in provincial and federal library-related advocacy in a manner set by the Board.

## LEARNING & KNOWLEDGE

- ◆ Demonstrate the knowledge, experience or potential to effectively contribute to key areas of Board involvement, such as:
  - Governance and policy
  - Strategic planning
  - Fiscal management
  - Advocacy
  - Technology and infrastructure
- ◆ Interest in library services and programs
- ◆ Awareness of issues impacting literacy, public libraries in BC and the Cranbrook Public Library.
- ◆ Participate in board orientation and training, including the Trustee Orientation Program (TOP) session provided by the BC Library Trustees Association (BCLTA).

## PERSONNEL

- ◆ Treat colleagues and library staff with respect and thoughtfulness.
- ◆ Participate objectively, transparently and fairly in performance reviews of the chief librarian and the Board.
- ◆ Seek and evaluate new candidates for trustee positions when required.

## LIBRARY BOARD TRUSTEE CODE OF ETHICS

1. All Library Board trustees shall:
  - i. listen carefully to, and respect the opinion of, other Board trustees;
  - ii. respect the decisions of the Board;
  - iii. recognize that all authority is vested in the Board as a whole when it meets in legal session and not with individual Board trustees;
  - iv. be well-informed of developments that are relevant to issues that may come before the Board;
  - v. participate actively in Board meetings and actions;
  - vi. call to the attention of the Board any issues that may have an effect on the Library;
  - vii. attempt to interpret the needs of the community to the Library and interpret the action of the Library to the community;
  - viii. represent the whole community to the Library and not a particular area or group;
  - ix. refer complaints about the Library to the proper level in the chain of command;
  - x. recognize that the Board trustee's job is to ensure that the Library is well-managed, not to manage the Library;
  - xi. vote to hire the best possible person to manage the Library;
  - xii. ensure that the Library is well maintained, financially secure, growing and always operating in the best interest of the community;
  - xiii. work to learn more about the Board trustee's job and how to do the job better;
  - xiv. declare any personal conflicts of interest;
2. No Library Board trustee shall:
  - i. be critical outside the Board meeting of fellow Board trustees or staff;
  - ii. use any part of the Library for personal advantage or the personal advantage of friends or relatives;
  - iii. discuss confidential proceedings of the Board outside the Board meeting, except with other trustees in a private setting;
  - iv. promise prior to the meeting how the trustee will vote on any issue in the meeting;
  - v. interfere with the duties of the Chief Librarian or undermine the Chief Librarian's authority.