

OVERVIEW

Under the Library Act, Council is responsible for the final evaluation, selection and appointment of all members of the Library Board. The purpose of the evaluation process undertaken by the Library Board is to give it the opportunity to provide recommendations based on its particular needs to assist Council in making its decision. New trustees are appointed by Council for a two-year term. Trustees may be reappointed at Council's discretion to a maximum of four consecutive terms, or eight years.

EVALUATION COMMITTEE

The evaluation and recommendation of candidates for Library Board trustee positions are completed by an evaluation committee, which is comprised of:

- ◆ Chair
- ◆ Vice-chair
- ◆ Personnel liaison
- ◆ Council representative

EVALUATION PROCESS

	APPLICATION	SELECTION	APPROVAL
ACTIVITIES	<ol style="list-style-type: none"> 1. Public call for applications to fill Board vacancies. 2. Applicants review information package. 3. Applicants complete and submit application form. 4. Applicants attend an orientation meeting to confirm interest and eligibility. 	<ol style="list-style-type: none"> 1. Selection committee reviews current Board composition to establish priorities. 2. Candidates are evaluated. 3. References are checked; input solicited from library trustees and chief librarian. 4. Recommendations for new trustees are sent to Council. 	<ol style="list-style-type: none"> 1. Council selects and approves new trustees. 2. New trustees sign <i>Code of Conduct</i>. 3. Orientation and tour of library with Board Chair and director. 4. New trustees commence their role in January. 5. New trustees attend BCLTA TOP session within their first year.
DOCUMENTS	<p><i>Applicant Information Package</i></p> <ul style="list-style-type: none"> ◆ Governance of the Cranbrook Public Library ◆ Trustee Roles and Responsibilities ◆ Code of Ethics ◆ Board Application Form 	<ul style="list-style-type: none"> ◆ Applicant interview form ◆ Library Board Trustee Recommendations & Evaluation Summary 	<ul style="list-style-type: none"> ◆ Library Board Code of Ethics ◆ Trustee Guidelines ◆ Board binder ◆ BCLTA <i>Effective Board Member</i> booklet