



Pemberton and District Public Library Association Board of Trustees Candidate Information

Dear Potential Library Board Candidate,

Thank you for your interest in serving on the Pemberton and District Public Library Association (PDPL) Board. We have included some information about the Library and its Board, with links to relevant materials such as the board's policy manual and the *BC Library Act*. We also encourage you to visit the Library's website: www.pembertonlibrary.ca

Elections take place at the Annual General Meeting, typically held at the end of January. At this meeting, the current board resigns and a new board is elected.

About the Library Board of Trustees

The Library Board of Trustees is an eleven (11) person volunteer body which includes two appointed officials; one from the Village of Pemberton and one from Area C of the Squamish Lillooet Regional District.

Trustees are elected for two (2) year terms, with half of the positions up for election each year. No trustee may serve more than eight (8) consecutive years.

Board meetings are held monthly in the Library at 7pm on the third Thursday of the month, for approximately one to two (1-2) hours. There are typically no meetings in July and August.

The Board is responsible for creating a vision of library service for the community, articulating values and principles, setting goals, developing effective governance policy, monitoring the Library Director's performance and meeting provincial standards.

Further reading:

[BC Library Act](#)

[Pemberton & District Public Library Strategic Plan](#)

Eligibility Requirements

Library Trustees must be:

- 18 years of age or older
- A current active member in good standing of the Pemberton & District Public Library
- A resident of the Village of Pemberton or Electoral Area C of the Squamish Lillooet Regional District
- A clear RCMP Clearance Letter may be requested upon appointment to the Board

For further information or to submit an application form please contact the Library Director, Emma Gillis, in person or via email at egillis@pembertonlibrary.ca.

Sincerely,

Carmen Praine
Chair, Pemberton & District Public Library Board
chair@pemberton.bclibrary.ca

Pemberton and District Public Library Trustee Job Description

Nature and Scope of Work

An elected position with rights and responsibilities as per the Library Act of B.C. As a Pemberton Public Library Trustee, you are a citizen who the community has “trusted” to care for its library. This implies a challenge, an obligation and an opportunity. Your responsibility is to represent the public interest in libraries. To see that the Pemberton Public Library offers comprehensive and efficient service to the community that supports it, you act with other Board members to fulfill a variety of responsibilities as a Trustee.

Trusteeship is not an honorary position. You will be asked to give freely of your time, talents and energy. It will involve establishing effective working relationships with local government, library staff and fellow trustees. It will require becoming a part of a team. The demands are high but so are the rewards, for your contribution can make a difference to library service in both our community and province. Training is available.

Qualifications

The following are required of Trustees of the Pemberton and District Public Library Board:

- To have interest in and participate in library activities.
- To hold a current library membership card
- To be a resident or elector in Pemberton or Area C of the Squamish Lillooet Regional District.
- To hold or obtain a valid RCMP Information Check
- Cannot be an employee of the Pemberton and District Public Library.

Duties of the Board of Library Trustees

- Develops and reviews mandates, missions, values and goals for the library annually.
- Sets annual priorities.
- Represents the library to local government and the community.
- Hires and evaluates the Library Director
- Approves the annual budget which has been prepared by the Library Director in consultation with the Treasurer and Finance Committee and ensures it is submitted to the SLRD.
- Develops and approves operational and governance policies.
- Develops and approves the library's long-range plan
- Explores funding sources to support and secure adequate funds for the library
- Develops and approves the communications and advocacy plan
- Is an active advocate for the Library and library services
- Is aware of the needs of the community in relation to the library.

Responsibilities of a Library Trustee

- Attend Board meetings with regularity and punctuality.
- Before the meeting, read the Board 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.
- 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.
- 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 Board member should vote without clearly understanding that which is being voted on.
- Abide by decisions duly made by the Board.
- Raise any library-related concerns which you have observed or which community members have brought to your attention.
- Know and understand the mission and policies of the Library Board
- Responsible for being aware of relevant information pertaining to the library ie. Policy, trustees handbook, annual reports, library act, governance.
- Maintain an objective and unbiased approach free of conflict of interest.
- Understand and fulfill legal responsibilities.
- Participate in committees.
- Volunteer time in fundraising and other activities of the library as requested.

Pemberton and District Public Library Governance Principles

The Board commits to a set of guiding principles in order to ensure careful stewardship of the public trust.

- 2.1.1 The Board governs the library on behalf of the people within the Village of Pemberton and Electoral Area C of the SLRD. It is to this group that the Board is primarily accountable.
- 2.1.2 The Board's priority is to determine Mission and Goals, liaise with the community, and monitor the Library Director's performance.
- 2.1.3 The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes.
- 2.1.4 The Board has one employee: the Library Director. The Library Director is accountable to the Board as a whole.
- 2.1.5 The Board leads through policy, using a framework which defines four categories of Board Policy: Mission and Goals; Governance Process; Board – Library Director Relationship; and Executive Limitations.
- 2.1.6 The Board states the expected Mission and Goals, directing the Library Director to determine the “means” to achieve these results within limits of ethics, fiduciary and legal responsibilities and prudence.
- 2.1.7 When developing policy, the Board starts at the broadest most inclusive level, gradually moving towards more specific statements. Each policy is defined and narrowed to a point where the Board is satisfied that any reasonable interpretation would be acceptable.
- 2.1.8 When the Board approves policy, the Library Director is empowered to make all further decisions. The Library Director's authority begins immediately and automatically.
- 2.1.9 The Board monitors the Library Director solely on the basis of organizational performance, written policies and expectations.
- 2.1.10 The Board's ongoing agenda is based on its job description which is focused on governance issues rather than management issues.
- 2.1.11 Any Board member may request an in-camera meeting of the Board, or that a portion of a regular Board meeting be held in-camera. Topics that may be moved to in-camera discussions included employment/labour issues, Director evaluation, internal Board issues, legal issues, and discussion of government policies and their implication to the Library. The Director attends all in-camera meetings of the Board, except in instances where the Director's performance and/or compensation are to be discussed.

Role of the Board

The job of the Board is to exercise its role as public trustee for the people within the Village of Pemberton and SLRD Area C. The Board is responsible for creating a vision of library service for the community, articulating values and principles, setting goals, developing effective governance policy, monitoring the Library Director's performance and meeting provincial standards. The appointment of Board Members is governed by the [B.C. Library Act](#).

Accordingly, the contributions of the Board shall be to:

- 2.2.1 Liaise with the community to determine:
 - a) what they want the local library system to be.
 - b) what the local library system should accomplish.
 - c) what benefits are worth the costs.
- 2.2.2 Articulate the vision, values and principles which form the foundation for policy and define local library priorities.
- 2.2.3 Write governing policies which, at the broadest levels, define:
 - a) **Mission and Goals:** Which long range benefits will be achieved, for whom, and at what cost.
 - b) **Governance Process:** How the Board conceives, carries out and monitors its own job.
 - c) **Board-Library Director Relationship:** How the Board delegates authority to the Library Director and monitors performance.
- 2.2.4 Monitor achievement or compliance with policy against criteria it has previously set, using:
 - a) Reports authorized by the Library Director.
 - b) Reports from outside individuals or agencies.
 - c) Direct inspection by the Board.
- 2.2.5 Evaluate the Library Director's performance based on the objectives and goals of the strategic plan.
- 2.2.6 Use the results of monitoring to improve Library performance by:
 - a) reviewing existing policies.
 - b) revising existing policies.
 - c) formulating new policies.
- 2.2.7 Develop long term financial stability and growth by advocating for equitable local tax funding that supports prudent long-term planning requirements for provision of library services to the whole community. The Board will provide task group assistance when requested by the Library Director.
- 2.2.8 Develop a strategic plan that is reviewed on an ongoing basis.
- 2.2.9 Advocate for increased community support for the library through raising the profile and awareness of the value of the library.
- 2.2.10 Create partnerships with other agencies to achieve the Library's Mission and to foster effective and efficient delivery of library programs and services.
- 2.2.11 Recognize the value and contributions of long serving staff, volunteers and trustees.
- 2.2.12 Carry out other responsibilities as specified in the [Library Act](#).
- 2.2.13 Provide an orientation package to each new Trustee.



Pemberton & District Public Library Association Library Board Trustee Application

Name:

Physical Address:

Mailing Address:

Telephone:

Email:

Why I would like to be a library board member:

Committees Previously Served On:

Other skills or experience beneficial to becoming a library board member:

Name and contact information of two (2) references:

I am currently a resident of the Village of Pemberton or Electoral Area C of the Squamish Lillooet Regional District, and a current library card holder in good standing. I consent to being considered for nomination to the Pemberton and District Public Library Association Board.

I have reviewed the Library's Mission, Values, Governance Principles, and the Role of the Board, and believe I can work well within this framework. I am available for board meetings on Thursday evenings.

Signature: _____ **Date:** _____

**Please return your completed Library Board Trustee Application and a resume either in person, or via email to:
Emma Gillis – Library Director at egillis@pembertonlibrary.ca**

Personal information collected on this form is collected for the purpose of processing this application and for administration. The personal information is collected under the authority of the *Freedom of Information and the Protection of Privacy Act* pursuant to Section 26(c).