

Leeds and the Thousand Islands Public Library Board

Library Trustee Information

Position:

Library Board Trustee

Term:

Four years, concurrent with the Township Council term

Remuneration:

None, allowable expenses only

Requirements:

Canadian citizen or permanent resident of Canada
Resident of Leeds and the Thousand Islands Township
Not in the employ of the library or the municipality
18 years of age or older

Board Composition:

A minimum of 5 and maximum of 9 trustees preferably representing the different wards and to include at least one member of Township Council

Time Commitment:

Prepare for and attend Board meetings held 10am the third Wednesday of the month, usually 10 per year. Attend special meetings and participate in committees as needed.

Board Duties:**General:**

The Library Board establishes policies under the authority of the Ontario Public Library Act 1984 and employs the Chief Executive Officer who administers the library under the guidance of the Board's policies.

Specific:

Employ a competent and qualified Chief Executive Officer.
Determine the goals of the library and secure adequate funding to fulfill these goals.
Understand the needs of the community in relation to the library.
Keep abreast of standards and library trends.
Establish, support and participate in planned public relations programs.
Work with the Chief Executive Officer to prepare a realistic budget to present to Council.
Be aware of laws which affect libraries and play an active role in initiating and supporting beneficial library legislation.
Attend Board meetings, committee meetings, Trustee meetings and workshops.
Ensure that accurate public records concerning finances, meetings and annual reports are on file at the Library and appropriate local and Provincial bodies.

Be prepared to interact with provincial library agencies.
Report regularly to Council and the general public.

Desirable qualifications:

Readiness to devote time and energy to the Library
Interest in what a public library can do for the community
Ability to advocate and represent the interests, concerns and attitude of the Community
Have an understanding of the roles of the Library Board and Municipal Council
Have an aptitude for short and long range visionary planning, organizational abilities, creativity and good communication skills
Enjoy working with a team
Be a library user

Relevant Experience:

Looked for but not required
Previous service on volunteer boards or advisory committees
A wide range of backgrounds are helpful to utilize professional, vocational and life experiences in the development of policy and services