

# Leeds and the Thousand Islands Public Library Board

## Library Trustee Requirements

Position:	Library Board Trustee
Term:	Four years, concurrent with council term.
Remuneration:	None; allowable expenses only.
Limitations:	Must be a Canadian citizen; minimum 18 years of age Must be a resident of the municipality for which the Board is established. Must not be employed by the Board or the municipality.
Board Organization:	The municipality of Leeds and the Thousand Islands requires 9 trustees including 1 representative from council. The Library Board for the municipality will consist of the following appointments: <ul style="list-style-type: none"><li>▪ 1 Representative from Council</li><li>▪ 3 Appointments from Ward 1</li><li>▪ 3 Appointments from Ward 2</li><li>▪ 2 Appointments from Ward 3</li></ul>
Time Commitment:	Prepare for and attend regular full board meetings which are held from January to July, September to November on the 4th Thursday of the month at 9:30am.  Attend special board or committee meetings which may be held from time to time. Each trustee is usually asked to be on at least one committee: Finance, Personnel, Fundraising, Planning and/or Community Development.
General Board Duties:	The library board establishes policies under the authority of the Public Library Act 1984 and appoints the chief executive officer who administers the library under the guidance of those policies.
Specific Board Duties:	Employ a competent and qualified chief executive officer.  Determine the goals of the library and secure adequate funding to fulfill these goals.  Understand the library's programs and 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 budget adequate to carry out the library's goals and objectives and present this budget to municipal council.

Be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial library legislation.

Attend all board meetings, committee meetings as assigned. Attend outside meetings and workshops for trustees.

See that accurate public records concerning finances, property and annual reports are on file at the library and with appropriate local, provincial, or national bodies.

Be prepared to interact with provincial library agencies.

Report regularly to governing officials and the general public.

Desirable qualifications:

Interested in what the public library can do for the community.

Ability to advocate and represent the interests, concerns and attitudes of the community.

Have an understanding of the roles of the library board and the municipal council.

Have an aptitude for short and long range visionary planning, organizational abilities, creativity and excellent communication skills.

Readiness to devote time and effort to the library.

Enjoys working with a team.

Is a library user.

Relevant experience:

Previous service on volunteer boards or advisory committees.

Demonstrated leadership abilities.

A wide range of vocational backgrounds is helpful. Trustees should be prepared to apply their knowledge to the development of policies and services.