



REPORT TO THE LIBRARY BOARD

MEETING DATE: September 17, 2008

Session:	Public Session
Subject:	Library Board Trustee Position Description
Prepared By:	Susanna Hubbard Krimmer
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Receipt and Information Only <input checked="" type="checkbox"/>

Recommendation:

It is recommended that this report be received.

Issue/Opportunity

The attached is information that was provided to the City of London to provide background information to individuals interested in applying for the trustee vacancy on the London Public Library Board, City staff in answering questions and Controllers and Councillors in making an appointment.

It is also on the Library's website.

August 28, 2008

Mr. Kevin Bain
City Clerk
The Corporation of the City of London
300 Dufferin Avenue
London, Ontario N6B 1Z2
519-661-2500 x4937

Dear Mr. Bain:

This letter is written related to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board.

Thank you for initiating the steps required to give public notice of the vacancy and to hold office of Trustee, London Public Library Board. We were pleased to see that the process has been expedited.

In order to assist in this matter, the Library Board has prepared a document that can be used to provide information to individuals interested in applying for the vacancy; you and your staff in answering questions from interested people and in reviewing applications; and the Controllers and Councillors in making an appointment. Please find this document attached.

The document includes a section on core competencies and qualifications designed to support the selection and appointment of an individual who can make a difference in our community by being an effective London Public Library Board Trustee. The essential core competencies and qualifications are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

We have also provided highly desirable qualifications, based on status of the **London Public Library Strategic Plan: Imagine!** and the current/emerging economic environment. The Library requires a well connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Experience in the area of fund development would be an asset given that this will be a significant strategic emphasis for the Library Board the next few years.

Again, please accept our thanks for all of your attention to this matter. Please do not hesitate to contact me should you require further information.

Sincerely,

Svetlana S. MacDonald

Svetlana MacDonald
Chair,
London Public Library Board
251 Dundas Street
London, Ontario N6A 6H9
svetlana@bellnet.ca
B 519-451-2489

Or via
Jan White
Executive Assistant
London Public Library
jan.white@lpl.london.on.ca
619-661-5145



London Public Library Board Trustee Position Description

August 28, 2008

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its **Vision, Mission** and **Value Promise** to the community.

Responsibilities

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library; and

The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

London Public Library Trustees

Values

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the **London Public Library Mutual Respect Policy**, which states that London Public Library believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, London Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

The person appointed to the Library Board must be

- a Canadian citizen;
- at least 18 years old;
- a resident of London; and
- not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

The essential core competencies and qualifications for a London Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and

- Time and energy.

Desirable Competencies & Qualifications

In addition to the above, based on the status of the current **London Public Library Strategic Plan: Imagine!** and the current/emerging economic environment, the Library requires a well connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Experience in the area of fund development would be an asset.

Time Commitment

The Library Board holds 10 regular monthly meetings a year: January – June and September – December inclusive. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

On occasion, Board members are also required to participate in public participation meetings designed to seek public input on key library matters.

Board members are expected to represent the library on committees such as the Ontario Library Boards' Association, Southern Ontario Library Service, etc. Time commitments vary according to the committee.

Board members may also elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

Library Board Members are not compensated for time required to participate in the above activities.

Additional Information

Interested applicants can find information on the following websites:
About London Public Library and about the Library Board (e.g. policies, reports, meeting agendas and minutes:

<http://www.londonpubliclibrary.ca/>

About the roles and accountabilities of Public Library Boards:

Ontario Library Boards' Association, Leadership by Design (Much of the above content as adapted from the OLBA 2007 publication ***Cut to the Chase***)

<http://www.accessola.com/olba/bins/index.asp>

About the roles and accountabilities of Public Library Trustees:

Ontario Library Boards' Association, Leadership by Design

(<http://www.accessola.com/olba/bins/index.asp>)

Southern Ontario Library Service, Trustee Tips

<http://www.sols.org/publications/trusteetips/index.htm>