



Information Package for Prospective Library Trustees

Port Moody Public Library
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Are you interested in serving your community? Do you have a passion for learning and literacy? Becoming a library trustee can be a rewarding way to help shape this valued community service. This package offers information to help you consider whether this opportunity is the right fit for you.

Port Moody Public Library provides essential support to local residents through resources and services. Our library is about more than just books. It is about benefiting people at a personal and community level so as to improve their quality of life.

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The Role of the Board

The Library Board is made up of volunteers who are appointed by Port Moody City Council as outlined in the B.C. Library Act. Each volunteer's initial two-year appointment may be renewed up to three additional terms for a total of eight years.

The board represents the citizens of Port Moody and oversees the governance of the library by enacting policies directing the work of the organization. The board delegates operational responsibility to the Library Director and communication between the board and staff is carried out through the Library Director.

The Board's principal duties fall into five main categories:

- **Strategic Planning** – defining the library's mission, vision and values
- **Library Director** – selecting, evaluating, and coaching the Library Director
- **Oversight** – reviewing and monitoring to ensure the library is achieving expected results
 - developing written policies to govern operations, services, and programs
 - ensuring financial responsibility and accountability by:
 - providing direction on what is included in the annual budget
 - approving the annual budget
 - overseeing financial reports and controls
 - ensuring library operations support its core values as expressed through its mission, vision and values
 - ensuring library programs and services meet the needs of residents
- **Advocacy and Fund Raising** – advocating for the library in the community and with government and assisting in the identification, cultivation, and solicitation of prospective supporters
- **Effective Governance** – regularly assessing the board's effectiveness by ensuring diligent attention to attendance and participation of its own membership, freedom from conflict of interest, and adherence to ethical behaviour.

The Library Board meets approximately 10 times a year. Attendance at library special events and community events is part of the time commitment made by board members.

What Makes for an Effective Library Trustee?

Personal experience with library use

Trustees need to understand the importance and place of libraries in our rapidly changing world.

Interest and commitment

Trustees should have a commitment to the library and to new services for our changing society.

They must be interested in their community and in the diverse people the library serves.

Available time

Trustees need to be willing to dedicate sufficient time to accommodate the needs of board responsibilities. A minimum commitment would be an average of one evening meeting a month for ten months of the year. The time required would be to accommodate board meetings, to review the board package and other written communications throughout the month. Trustees are encouraged to participate in committee work, as well as attend library programs and advocacy events.

A good team member

Trustees should be prepared to participate in the work and varied discussions of the board.

Unanimous decisions may not always be possible, but once made, trustees need to support the decisions of the board.

Qualifications and experience

Trustees must be Port Moody residents and may not be employed by the City of Port Moody or the Port Moody Public Library.

An interest in library service, knowledge of the community, ability to work in a political environment, leadership abilities, and teamwork skills are important attributes. Previous service on volunteer boards or committees and fundraising experience are also useful.

Variety of experience and diversity

A balanced board has members with a variety of personal, educational, business, and community involvement backgrounds.

Benefits to Trustees

Being a member of the board is a rewarding experience, an opportunity for learning, a chance to meet new people, and have some fun.

Learn

- about local government, your library, and library trusteeship.
- about issues relevant to the library community, such as literacy, intellectual freedom, and equitable access to information.
- new skills and competencies such as running a meeting, public speaking, financial stewardship, working together as a team, and more.



Meet New People

- Library staff and trustees are committed, enthusiastic, and knowledgeable people from wonderfully varied backgrounds.
- “Library fans” are everywhere and you’ll meet them when you represent the library at community events.

Serve Your Community

- Contribute to the development of a learning community.
- Take pride in helping make Port Moody a strong community. In turn, you will be contributing to our citizens’ pride in their community through making the library the best it can be.
- Be an advocate for literacy and for other library initiatives.

How to Proceed?

If you need more information than what’s provided in this package, please contact:

Marc Saunders, Library Director
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To apply:

Check the City's website <https://www.portmoody.ca/en/city-hall/committees-commissions-and-boards.aspx> or the local newspapers in the fall for the notice about applications to City boards, commissions, and committees.

The deadline for applications is usually early-October. Your application should include a letter expressing your interest in serving on the Board and a resume that describes your business, educational, and other volunteer or community experience, along with contact information including your street address.

Appointments to the library board are usually made by City Council in November.