



Port Moody
**Public
Library**

**Library Board Member
Open House**

Role of the Board

- Strategic Planning – define the library’s mission, vision and values
- Library Director – select, evaluate, and coach
- Oversight
 - Develop written policies
 - Ensure fiscal responsibility
 - Ensure library operations support its core values
- Advocacy and Fundraising – both in the community and with government
- Effective Governance
 - Diligent attention to attendance and participation
 - Freedom from conflict of interest



Authority of the Board

- Library Act [RSBC 1996] Chapter 264
 - Mechanism to create public libraries
 - Establishes the various forms of governance for public libraries
 - Defines the boards general powers and duties
 - Encourages the use of library services
 - Enable the delivery of library services
- Partnerships
 - City of Port Moody
 - Within the board
 - Library Director



What makes for an Effective Board Member?

- Personal experience with using library services
- Interest and commitment
- Available time
- A good team member
- Qualifications and experience
- Variety of experience and diversity



Board Governance

- Rules and Procedure
 - Roberts Rules of Order
 - Formality vs. informality (our culture)
- Committees
 - Only one standing committee – Executive Committee
 - All other committees are ad hoc
 - Policy Review Committee



Library Director as Sole Employee

- Evaluation
- Support
- Communication with staff

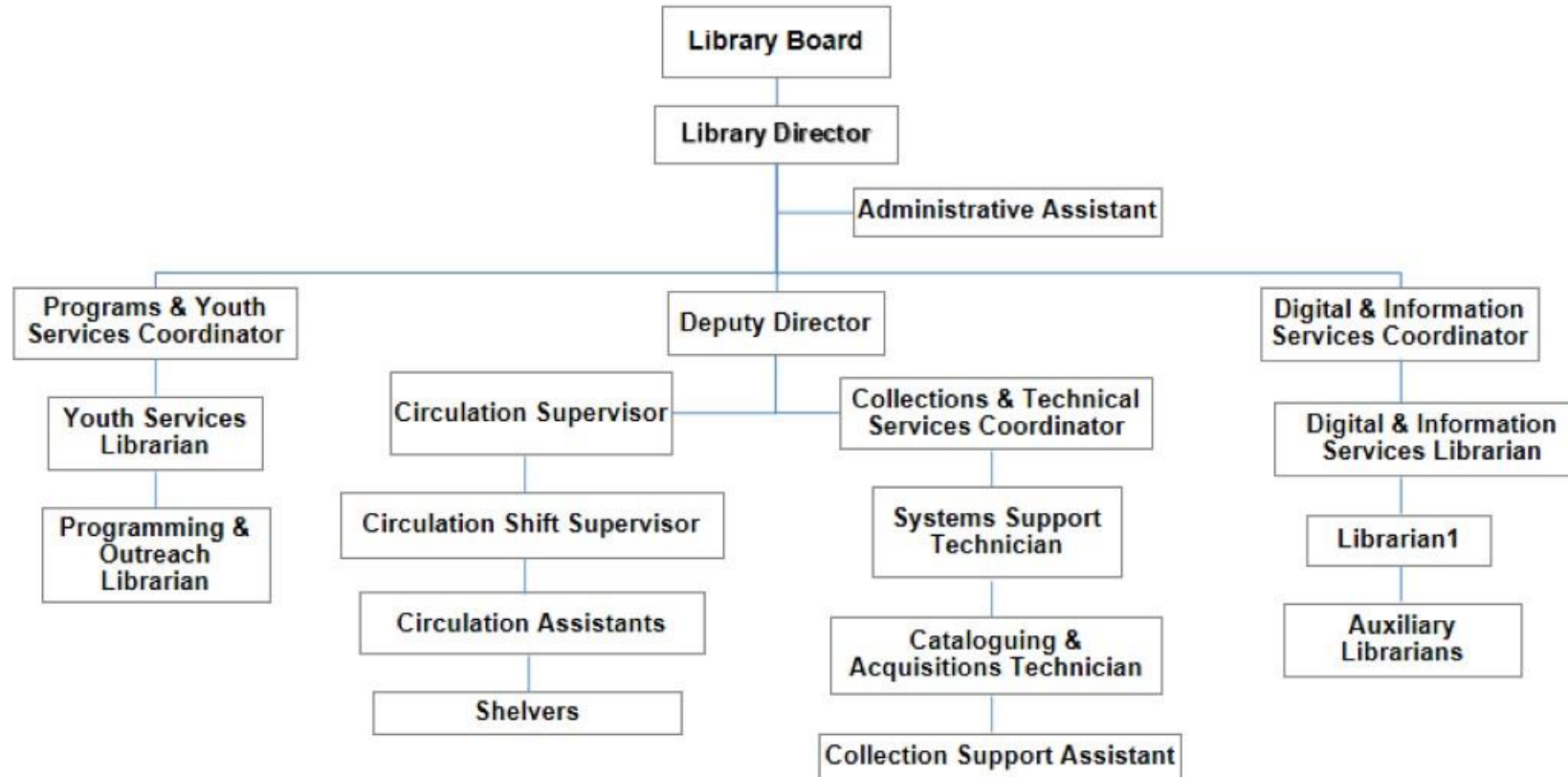


Library Director's Role

- Qualifications and characteristics
- Three areas of focus
 - Operational (1/3)
 - Oversight and direction
 - Budget
 - Board (1/3)
 - Agenda planning and reports
 - Board related work
 - External (1/3)
 - City
 - Library Associations
 - Community



Organizational Structure



Staffing Overview

- 17.5 FTE
 - 6 professional librarians excluding management
 - 2 exempt management (Director and Deputy Director)
 - 4 additional full-time staff members
 - 9 regular part-time staff members
 - 17 auxiliary staff members
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- CUPE



Relationship with the City of Port Moody

- Facility
- Funding
 - Operating
 - Capital
 - Reserves
- Separate yet close relationship
 - Collective Agreement
 - City policies
- Mayor and Council



Reporting

- Board Meeting Reports
 - Operational
 - Strategic Plan Updates
- Annual Reports
 - For the public
 - For the City
 - For the Province
- Statistical Reports
 - Collected for provincial purposes
 - Collected for internal use



Budget – Board Role

- Secure adequate funds to support library services
- Planning
- Priority Setting
- Approve the budget
- Present the budget to Council
- Monitoring and oversight
- Fundraising



Board Development

- Ensure succession planning
 - For the Board
 - For the Executive Committee including Chair and Vice-Chair
- Enhance overall performance of the Board
 - Training
 - Recruiting for skills and competencies
 - Onboarding and development of trustees
 - Self-evaluation



Benefits to Library Board Members

- Learn
 - Local government
 - Issues relevant to the library community
 - New skills and competencies
- Meet New People
 - Other trustees
 - Library staff
- Serve Your Community



Questions

