



So You're Thinking of Applying for the Library Board: Information for Prospective Library Board Members

Board Membership

The Blue Mountains Public Library is governed by a seven-member board appointed by Town Council. One member is an elected councillor appointed by Council and the other six members are selected through an appointment process established by Council. The Board serves without remuneration for a four-year term concurrent with Municipal Council.

Eligibility

To be eligible to sit on the Board, you must be:

- at least eighteen years old;
- a Canadian citizen;
- a resident of the Town of the Blue Mountains;
- not employed by the Board or by the municipality.

Role of the Board

The Board:

- has governance responsibility and bears legal responsibility for the Blue Mountains Public Library;
- appoints the CEO/Secretary/Treasurer to manage the library, museum and gallery, directs the CEO via policy and plans, and monitors and evaluates performance;
- develops policy to govern the library, museum and gallery in accordance with applicable legislation and standards;
- ensures that the Board's assets are cared for and managed in a responsible, efficient and effective manner;
- researches the library, museum and heritage-related needs of the community, sets long and short term goals and objectives and publishes a strategic plan every four years;
- works with the CEO to prepare and present a budget to Town Council for approval and ensures adequate funding is in place for the Library to deliver services and fulfill its mandate;

- ensures that the community is aware of the importance of the BMPL, and that funding bodies fully understand the important role the system plays in the community;
- monitors its own effectiveness in fulfilling its major responsibilities and achieving strategic goals; and
- appoints members to the Museum Advisory Council which has a governance role for the Community Museum within its Board-approved mandate and budget.

Meetings

The Board holds at least ten regular monthly meetings each year. Meetings for the 2018-2022 Board are on the third Thursday of the month. They usually run about three hours and are scheduled sometime between 2:00 p.m. and 8:00 p.m. The Board also schedules special meetings as needed to address issues in a timely manner, or to conduct orientation and training.

From time to time, the Board strikes standing or ad hoc committees to help advance its work. Board members are asked to volunteer for committees which set their own meeting dates and times.

The Board also sends a representative to regional networking meetings held twice a year and hosted by Southern Ontario Library Service.

Expectations

Given the Board's legal responsibilities, board members are expected to become familiar with applicable legislation. Chief among these are the *Public Libraries Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Accessibility for Ontarians with Disabilities Act* and *Municipal Conflict of Interest Act*. Training on such legislation will be provided at the Board Orientation. Attendance at this session is mandatory for all Board members and will be noted on the [Board Recruitment](#) site.

In addition, Board members need to be familiar with governance roles, the Board's by-laws, governance policies, the strategic plan and budget. These and other topics will be covered at the board orientation session. Board members are encouraged to participate in further training opportunities throughout their term on relevant legislation, effective governance, planning, advocacy, funding development and community building.

Board members are expected to agree to the Board's *Code of Ethics* which covers accountability, loyalty and unity. Board members must also sign an *Oath of Confidentiality* to not disclose any confidential information that comes to their attention through their position on the Board, both while a Board member and following their term.

Major Projects in the Next Board Term

The Board has spent much of 2018 developing a strategic plan which identifies the strategic direction, major goals and objectives for the library, museum and gallery over the next four years. The incoming Board will have the responsibility of overseeing the implementation of this plan and later, towards the end of its own term, the development of the next four-year plan.

The Board has also completed a Feasibility Study and Space Plan addressing the facility needs of the library, museum and gallery. Approval, funding and implementation of this plan will be a major responsibility of the new Board.

Together, these two documents serve as the outgoing Board's legacy to the incoming Board as it commits to its work over the next four years.

Appointment Process

The process for applying will be outlined and advertised by the Town.

Additionally, Board members must submit a Criminal Records Check to the Board Secretary as a final requirement for appointment to the Board prior to the orientation meeting. Members are further required to notify the Board Chair of any new charges.

Applicants are encouraged to attend the Information Session scheduled for November 15, 2018 at 6pm in The Gallery at L.E. Shore, attend future Board meetings at 2pm on the 3rd Thursday of the month, and to visit [Board Recruitment](#) for links to other relevant information and documents.