



Huntsville Public Library Board

What is a Library Board?

A library board is a group of citizens appointed by the local Municipal Council who are responsible for the governing of the public library. They are volunteers who serve their community with no financial compensation. Members may be reimbursed for travelling and other expenses incurred in the performance of library business. The role of the library board is to act as an agent of public trust. It is responsible for ensuring the library is properly managed, but does not itself manage. The CEO/Chief Librarian is responsible for internal management and daily operation of the library.

Key Library Board responsibilities are:

- Selects and evaluates the CEO/Chief Librarian of the library;
- Establishes operating and administrative policies to govern the operation and programs of the library;
- Determines the goals and objectives for the library and secure adequate funds to fulfill those goals;
- Understands the needs of the community in relation to the Library and create a link between the community and library services;
- Promotes and advocates the library to the community and to Municipal Council;
- Oversees the budget process, with the understanding that Council has final approval for the library budget, which forms part of Town of Huntsville's consolidated budget.

What are the qualifications for Library Board members?

Each Board member will bring to the Board individual strengths, skills, talents and experiences to effectively serve the library. A Board representing a broad spectrum of community interests and occupations, with diverse viewpoints, ensures that the library will serve the total community.

The Public Libraries Act requires a Library Board member to be:

- A Canadian citizen
- A resident of the municipality for which the board is established; the Town of Huntsville

- Not employed by the Library Board or municipality
- At least eighteen years old

An effective board member should have:

- Respect for the institution; understanding of the importance of the library and role in the community
- Openness to others' views; ability to work as a member of the team and participate in discussions
- Persistence, sound judgment, a sense of fiscal responsibility, and initiative
- Friendly relaxed manner; have connections and affiliations with the Community
- A passion for good governance; have a sense of accountability to the Community
- Knowledge of the Library's strategic plan (posted on the Huntsville Public Library's Virtual Library); willingness to learn; ability to work towards a vision
- Desire to improve Library services, understand the long term nature of Library goals
- Transparency and integrity; must not be motivated by personal crusades or issues
- Ability to make time for the job, training, staying on top of issues, and participating in meetings and committees Huntsville Public Library Board
- Self-confidence and assurance to develop important perspectives on critical topics like intellectual freedom, literacy, library finances and the appropriate role of a Board member

Ideally, the Board will have members with demonstrated skills, interests, and experience in:

- Financial Management
- Public Sector Governance
- Community Service, and
- Facilities Design and Management

What commitment is required?

The term of a Library Board member is four years and runs concurrently with the term of Municipal Council. Meetings of the Huntsville Public Library Board occur monthly on the 2nd Monday of each month. Board members also sit on one or more committee that meet occasionally through the year. The time commitment includes preparation to read and consider reports and other information in the meeting package and the meeting time of approximately 2 – 3 hours.

Information about the Huntsville Public Library and Board

The Huntsville Public Library has two spaces:

- Library - 7 Minerva St. E., Huntsville, ON.
 - 11,700 square foot, 1 storey.
- Annex – 1 Minerva St. E., Huntsville, ON.
 - 1000 square foot, 1 storey.
- In 2017, The Library's 10,000 users:
 - Borrowed 168,021 items – books, DVDs, audiobooks, ebooks, magazines, CDs, hotspots and more.
 - Visited 160,305 times.
- The Virtual Library (www.huntsvillelibrary.ca) had 104,286 visitors.

The Huntsville Public Library Board

The Board, governed by the Public Libraries Act, and with the CEO/Chief Librarian and library staff, manages an annual operating budget of \$955,649.00 (2018). The majority of the operating budget comes from the Huntsville Town Council through the municipal tax base. The rest comes from provincial grants and miscellaneous sources. The Huntsville Town Council has final approval over the Library's budget. In 2016, the Board developed a new Strategic Plan covering the years 2017 to 2020.

Term of Office

Four years, to coincide with the term of elected Council.

Remuneration

Board members receive remuneration for Board related expenses.

Meetings

The Library Board usually meets at the Huntsville Public Library on the evening of the second Monday of each month.

Members will serve on Library committees, to liaise with community groups, or to represent the library at various events.

Members belong to the Ontario Library Boards' Association, which holds annual conferences and sponsors other developmental activities. The Library covers membership fees.

Membership

The Board consists of at least five (5) members:

- One member of Council;
- Two (2) to eight (8) citizens of the municipality of the Town of Huntsville who are over eighteen, have no criminal record, are a Canadian citizen, and who meet the requirements as outlined above;
- It is the desire of the Huntsville Public Library Board to have a broad level of representation on the Board in support of the Huntsville Public Library Strategic Plan, including representatives from the following areas: Youth, seniors, small business, and newcomers.

Additional Information

Interested candidates of the Huntsville Public Library Board should review the Huntsville Public Library 2017 – 2020 Strategic Plan, found on the Huntsville Public Library Virtual Library at <https://www.huntsvillelibrary.ca/en/aboutus/strategic-plan.asp>.

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