



St. Marys Public Library Board Trustee Job Description

A library board governs the library's affairs under the Ontario Public Libraries Act, RSO 1990, c. P. 44. A board's duty is to provide comprehensive, effective and efficient library service that reflects the community's needs and builds strong capacity.

Library Trustees are selected from a pool of applicants by Town Council and serve a four-year term. The Library Board is required to hold seven public meetings within a calendar year. Meetings are approximately 1.5-2 hours.

The primary role of the St. Marys Public Library Board is to:

- Set the mission, vision and values of the library
- Determine the strategic direction of the library for the next four years
- Oversee the library's budget
- Work closely with the library's Chief Executive Officer (CEO), who is responsible for implementing the strategic plan and managing the day-to-day delivery of public service and library operations
- Monitor the overall effectiveness of the library in achieving the strategic plan
- Oversee the Adult Learning Program of Perth

Along with their governance, legal and fiscal responsibilities, Board Trustees are expected to:

- Establish the library as an essential community service and provide strong leadership
- Advocate for and build pride in the library within the community
- Act in good faith and with the best interests of the library in mind
- Prioritize the interests of the library over personal interests or the interests of any other groups or organizational associations
- Develop relationships with municipal Council and foster strategic partnerships with community groups and leaders
- Come prepared to board meetings, having reviewed and considered the meeting package and be ready to contribute to board discussions and decision making
- Assert the values of freedom of expression, information and the rights of individuals to choose

The core competencies required of a St. Marys Public Library Board Trustee include:

- Conviction that the public library is an essential and uniquely important institution to the life of all residents within St. Marys and contracting municipalities;
- Leadership experience and business acumen;
- The ability to seek and listen to input from all stakeholders;
- The ability to approach people and problems with an open mind;
- The ability to actively participate in discussion and deliberation to attain positive outcomes.

A person may be appointed to the library board if they:

- Are a Canadian citizen and at least 18 years of age
- Are a resident of St. Marys
- Are not employed by the library board or the Town of St. Marys