

Town of Beaverlodge Library Board Policies

Policy Name	Trustee Recruitment
Policy Number	17
Legislative Authority	<i>Libraries Act</i> Chapter L-11 Part 1 <i>Town of Beaverlodge Bylaw with Respect to the Town of Beaverlodge Library Board</i> , Bylaw Number 979

Purpose To ensure the fair selection of Trustees for the Town of Beaverlodge Library Board.

To ensure the selection of Trustees who have strong beliefs in the Beaverlodge Public Library programs and services, and who are willing and capable to carry out the legislative responsibilities, and to support the Mission, Vision and Values of the Beaverlodge Public Library.

Definitions Library means Beaverlodge Public Library

Library Board means Town of Beaverlodge Library Board

Library Board Member or Library Trustee means a person appointed to the Town of Beaverlodge Library Board by the Town of Beaverlodge.

Town Council means the municipal council of the Town of Beaverlodge

Town CAO means the Chief Administration Officer of the Town of Beaverlodge

Legislation

1. The Alberta *Library Act* states:
 - a. All Library Trustees are appointed by the Town Council for up to three year terms.
 - b. All Library Boards are to have not more than 10 and not fewer than 5 Library Trustees appointed by the Town Council.
 - c. Library Trustees may not serve more than two additional consecutive terms of office without approval of 2/3 of the Town Council.
 - d. No more than two Town Councilors may be Library Trustees on the Library Board.
 - e. The Town Council sets the date of appointment for the Library Trustee.
 - f. The Town Council fills any Library Trustee vacancy as soon as is reasonably possible.
2. The *Town of Beaverlodge Bylaw with Respect to the Town of Beaverlodge Library Board* states:
 - a. The Library Board will consist of 5-10 Library Trustees appointed by Town Council
 - b. Library Board vacancies caused by retirement or resignation of a Library Trustee may be filled by resolution of Town Council for the balance of that Library Trustee's term only.
 - c. The Library Board may continue to operate and conduct business until vacancies are filled provided that quorum requirements are met.

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Policy The Library Board will work cooperatively with the Town CAO to support the recruitment process of Library Trustees.

- Procedures**
1. When the Library Board becomes aware of a Library Trustee vacancy or potential vacancy:
 - 1.1 The Library Board Chair will notify the Town CAO by email or phone.
 - 1.2 The Library Manager will post and arrange to post a notice, Trustee position description and application on the Library and Town web sites and social media, and may also place a notice in the local paper. (See Appendices A & B).
 - 1.3 Copies of the Library Trustee application and position description will also be available at the Library.
 - 1.4 The Library Board members and Library Manager and staff will discuss the Library Trustee vacancy with community members and encourage applications.
 2. When applications are returned to the Library, they will be forwarded to the Library Board Chair and all will be considered at the next Library Board meeting or a Board Personnel committee meeting, within 2 weeks of the application deadline.
 3. The Library Board will forward all applications to the Town CAO with their recommendation(s) within one week of the Library Board or Board Personnel Committee meeting.
 4. A Library Trustee who is willing to remain on the Library Board for an additional term indicates their interest to reapply towards the end of their term, completes the application form and submits it to the Board Chair who will include it with the other applications for consideration.
 5. The Library Board receives from the Town CAO a copy of the confirmation notice sent to the newly appointed Library Trustee(s), showing the effective date and term(s) of office.

Effective Date:	January 16, 2019	Chairperson's Signature	Chairperson's Name Dave McGregor
Review Due Date:	January 2021		

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Appendix A

Trustee Position Description



Town of Beaverlodge Library Board Trustee Position Description



A. Position Summary

As a Board Member you will be a volunteer Trustee for the Beaverlodge Public Library. The Town of Beaverlodge Library Board (the Board) is the legal authority and is collectively responsible for ensuring the governance of the Beaverlodge Public Library, under the legislative authority of the *Libraries Act* and *Regulation*.

The Board represents the interests of the community and is entrusted by the community to oversee the effective management of library services. Each Trustee is responsible for actively participating in discussion, development and decision making.

B. Requirements for Membership

1. Belief in the importance of libraries and commitment to the Mission and Vision of the Beaverlodge Public Library:
Mission: To ensure the provision of comprehensive and efficient library services to the residents of Beaverlodge and area
Vision: The Beaverlodge Public Library is a welcoming and safe gathering place where people and ideas can connect, inspire, create, and learn
2. Willingness to serve, and sit on one or more Board committees as required
3. Skill or knowledge in one or more areas of Board governance: policy, personnel, finance, advocacy, marketing/promotion

C. Key Responsibilities

1. Become fully informed on library matters, issues, and legislation
2. Contribute to discussion and decision making and foster positive relations among Board members, committees, staff, Town Council, and community
3. Accept responsibility for library affairs and governance
4. Develop, approve, monitor, review and evaluate policy, bylaws, budget and Plan of Service
5. Develop skills through attendance at workshops, conferences, training sessions, etc

D. Appointment


The Town of Beaverlodge Council appoints each Trustee for a term of up to three years, and the term may be renewed as set out in the *Libraries Act*.

E. Termination

The *Libraries Act* specifies termination of Trusteeship may occur at the conclusion of the appointed term, after three consecutive missed Board Meetings not pre-authorized by the Board, by a decision of Council, or by resignation.

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Appendix B



BEAVERLODGE PUBLIC LIBRARY
Town of Beaverlodge Library Board
Box 119 406 10 Street Beaverlodge AB T0H 0C0

TOWN OF BEAVERLODGE LIBRARY BOARD
APPLICATION FOR MEMBERSHIP

The Town of Beaverlodge Library Board ensures the Beaverlodge Public Library operates in accordance with the Alberta Libraries Act by providing a comprehensive and efficient public library service that reflects the community's unique needs. The Board usually meets five times per year.

Complete the following application and submit to the Beaverlodge Public Library, in person, at 406 10th Street. Submissions can also be mailed to the library at PO Box 119 Beaverlodge AB T0H 0C0.

CANDIDATE INFORMATION

Name _____

Residential Address _____

Mailing Address _____

Home Phone _____ Cell Phone _____

Email Address _____

QUALIFICATIONS

Explain your interest in applying to become a member:

Briefly state the skills, strengths, education, and experience that would make you an asset to this Board:

Form P17-2 November 2018

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Application for Membership

History of community involvement (past and present):

DECLARATION AND CONSENT OF THE APPLICANT

I solemnly declare that I am eligible to be appointed to the Town of Beaverlodge Library Board, am not an elected official, officer, or employee of the Town of Beaverlodge or the Beaverlodge Public Library, and I reside in the Town of Beaverlodge or the County of Grande Prairie.

Signature of Applicant

Date (month/date/year)

Name of Applicant (please print)

For more information regarding the duties and responsibilities of this position, please contact the Beaverlodge Public Library at 780-354-2569 or librarian@beaverlodgelibrary.ab.ca

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and is protected under the Act.