

Library Mission

The Cobourg Public Library is committed to being an exceptional community resource for information, exploration, inspiration and enjoyment.

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the *Public Libraries Act*, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its purpose and community and corporate values.

The primary roles of the Cobourg Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Impose fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library; and
- The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

Trustee Values

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the Cobourg Public Library policies, which state that Cobourg Public Library believes that it is the right of all Employees, Board Members, Volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Supporting the Library in developing strategic partnerships with community groups and leaders.

In order to fulfill the above, Cobourg Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

The person appointed to the Library Board must be

- at least 18 years of age
- is a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act (Canada)*;
- A resident of Cobourg or Hamilton Township; and
- Not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

The essential core competencies and qualifications for a Cobourg Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all citizens and communities within Cobourg and Hamilton Township;
- Commitment to Cobourg and Hamilton Township through active service to the community;
- Leadership experience;
- Experience with governance and successful strategic planning;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy to devote to the work of the Board.
- Knowledge of the Policy Governance Model (Carver) is an asset

We have also provided highly desirable qualifications below, based on status of the *Cobourg Public Library Strategic Plan* and the current/emerging economic environment. The Library requires a well-connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Time Commitment

The Library Board holds 10 regular monthly meetings a year: January – June and August – November inclusive. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 2 hours.

On occasion, Board members will also participate in public participation meetings designed to seek public input on key library matters.

Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.

Board members are expected to represent the Library on committees such as the Policy Committee, Ontario Library Boards' Association, Ontario Library Service, etc. Time commitments vary according to the committee.

Board members may also elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

Library Board Members are not compensated for time required to participate in the above activities.

Additional Information

About Cobourg Public Library and about the Library Board, including Policies and Board Trustee Job Description:

<https://www.cobourg.ca/en/my-cobourg/Library-Board.aspx>

Cobourg Public Library Board reports, meeting agendas and minutes:

<https://pub-cobourg.escribemeetings.com/>

Ontario Library Boards' Association (OLBA), Leadership by Design

<https://accessola.com/resources-for-library-boards/>

A NEW VERSION OF THIS DOCUMENT WILL BE AVAILABLE SOON AND THIS PAGE WILL BE UPDATED AS WELL
OLBA 2007 publication Cut to the Chase, Ontario Public Library Governance At-a-Glance

http://accessola.com/olba/pdf/cut_to_the_chase.pdf