



# Bonfield Public Library Board Recruitment

the Township of Bonfield is currently seeking applicants to serve on the Bonfield Public Library Board for a 16 month term from August 1st, 2021 to November 30, 2022

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## **Who can apply to be a Library Board Member?**

The Public Library Act outlines the eligibility requirements for Board Trustees. A person is qualified to be appointed as a member of a board who is a member of the appointing council; or:

- a Canadian citizen;
  - at least eighteen years old;
  - a resident of the municipality where the board is established; and,
  - not be employed by the board or by the municipality
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## **What Skills Are Required?**

The strength of the Library Board is based on having Board Trustees with a variety of skill sets and backgrounds that also reflect the diverse community of Bonfield. In addition to having Board Trustees with the ability to guide and monitor the business aspects of the Library, it is important that Board Trustees will represent the community to ensure the services and products supplied by the Library meet the needs of the community.

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**How long is the term of a Library Board member?** Four years. The Library Board terms are aligned with the terms for Municipal Councils. Every four years there are Municipal elections in Ontario. Library Boards' terms begin and end on the same cycle.

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## **How many people are on the Library Board?**

The Bonfield Public Library Board consists of one councilor and four citizens appointed by the Township of Bonfield. The CEO is the primary employee of the Library Board, not a member of the Library Board.

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## **Where can I get more details about the rules and regulations that govern public libraries and library boards?**

There are a number of Acts and Regulations with which public Libraries must comply, such as the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, the Copyright Act, and Federal/Provincial Tax Acts.

In Ontario, the legal framework around libraries and library boards is contained within the Public Libraries Act (PLA) under the Ministry of Culture, Tourism, and Sport.

General information about Ontario's public libraries can be found at:

**[www.ontario.ca/libraries](http://www.ontario.ca/libraries).**

A summary of the Public Libraries Act can be found **here**.

Links to the actual legislation governing libraries, including the PLA, can be found at:

**<http://www.mtc.gov.on.ca/en/libraries/legislation.shtml>.**

What is the time commitment to be a Board member?

Library Board meetings are typically held on the first Monday of each month (excluding July and August) beginning at 7:00 p.m. In preparation for the meetings, Board members are expected to review the reports and materials to be discussed at the meeting. This typically requires one hour. Additionally, Board members are expected to stay informed about Bonfield Public Libraries' services and programs as well as trends in the library industry by reading communications issued by Bonfield Public Libraries and library organizations such as the Ontario Library Association (OLA).

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## **Is there any Compensation?**

Library Board members are volunteers and are not compensated monetarily.

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## **What are the Library Board's Main Responsibilities?**

The Library Board's main role is governance and advocacy. The day-to-day management of the Library is the responsibility of the CEO and their management team.

### **Examples of things the Library Board does**

Below is a list of examples of typical activities the Library Board performs:

- Monthly Meetings – This may include reviewing reports that have been submitted by the CEO or by a Board committee. Additionally, the monthly meetings are an opportunity for Board education.
- Reviewing Board Policies – The individual policy statements that govern the Board and the Board’s relationship with the CEO and the Library are grouped into policy documents.
- Library Budget – The CEO and Library Board determine their budget requirements each year before being submitted to the Township of Bonfield as part of the Municipal budgeting process.

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### **Further Questions?**

We encourage you to contact the Chief Executive Officer, Jeannette Shields, at [bonfieldlibrary@gmail.com](mailto:bonfieldlibrary@gmail.com) or at 705-776-2396 to answer your questions.