



Guelph Public Library
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Library Board Job Description

Position

Guelph Public Library Board Trustee

Term

Four years, concurrent with term of City Council. May apply for reappointment.

Remuneration

None; allowable expenses only

Legal requirements

- Must be at least 18 years old,
- a Canadian citizen or permanent resident of Canada
- a resident of the City of Guelph,
- may not be employed by the Library Board or by the Municipality,
- not been convicted of an indictable offence.

Time Commitment Required

- Prepare for and attend regular meetings held on the third Tuesday evening of each month except July and August.
- Serve on committees of the Board.
- Represent Guelph Public Library at library and community events as needed; e.g. City Council meetings.
- Attend additional meetings for board orientation.

General Function of the Board

The Library Board establishes policies and appoints the Chief Executive Officer who is also the Secretary-Treasurer of the Board, and who administers the library under the guidance of those policies.

Specific Duties of the Library Board Trustees

- Provide a wide-ranging and efficient public library service that responds to the community's needs.
- Evaluate the ongoing performance of the Chief Executive Officer.
- Determine and adopt written policies to govern the operation and programs of the library.
- Establish and monitor long-range goals and objectives for the library.
- Understand the library's programs and needs of the community in relation to the library.
- Work with the Chief Executive Officer to prepare a budget appropriate to carry out the library's goals and objectives and present this budget to City Council.
- Support and participate in planned public relations and fundraising activities. Be aware of local laws and other legislation that affect libraries.
- Adhere to the Public Libraries Act, its regulations and legislation.
- Attend all Board meetings and assigned committee meetings.
- Attend outside meetings, workshops for trustees and community events.
- Ensure accurate public records concerning finances, property, and annual reports are on file at the library and with appropriate local, provincial, or national bodies.
- Be prepared to interact with provincial library agencies. Report regularly to governing officials and the public.
- Advocate for public libraries in the community.

Desirable Qualifications and Experience for Trustees

- Interest in the library, the community, and their inter-relationship. Knowledge of the community's social and economic conditions.
- Demonstrated leadership abilities.
- Aptitude for long- and short-range planning. Ability to work in a political environment.
- Skilled in marketing, media relations, advocacy, fundraising, business and financial management, and literacy.
- Previous service on non-profit volunteer boards or advisory committees.

Contact for Additional Information:

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