

SQUAMISH PUBLIC LIBRARY



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TRUSTEE RECRUITMENT INFORMATION PACKAGE

**Squamish Public Library
37907 Second Avenue
P.O. Box 1039
Squamish, BC
V8B 0A7**



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37907 Second Avenue
Box 1039, Squamish, B.C.
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Phone: (604) 892-3110
Fax: (604) 892-9376

**SQUAMISH PUBLIC LIBRARY BOARD
TRUSTEE RECRUITMENT INFORMATION PACKAGE**

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Mission of the Squamish Public Library

To connect our community to the world of learning, discovery and creativity.

Squamish Public Library values:

Community

Literacy and Learning

Access

Service

Sustainability



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As a Library Trustee you will support the principle of Intellectual Freedom as set out by the BCLA (British Columbia Library Association) in the following statement:

**BRITISH COLUMBIA LIBRARY ASSOCIATION
STATEMENT ON INTELLECTUAL FREEDOM**

1. It is in the interest for libraries and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
2. It would conflict with the public interest for libraries to establish their own political, moral or aesthetic views as the sole standard for determining what books and other materials should be published or circulated.
3. It is contrary to the public interest for libraries or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
4. There is no place in British Columbia for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of the writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept any book with the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of library administrators and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of libraries and librarians to give full meaning to intellectual freedom by providing books and other materials that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, librarians can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.
8. Non-book materials should be judged by the same criteria as books.



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Role of the Board and Library Board Trustee

- 1.1 A Library Board Trustee acts for the betterment of the Library and its service to the community that supports it. Library Board Trustees should work with the Library Director to:
 - promote the use of library services to enrich lives
 - deliver effective library services to the community
 - establish policies to achieve its goals
 - ensure public funds are properly used
 - guide the Library through periods of change.

- 1.2 A Library Board Trustee is a liaison with the public, a monitor of library administration, and a library advocate.



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Library Board Trustee Job Description

1. Nature and Scope of Work of a Library Board Trustee

This is an appointed position with rights and responsibilities as per the Library Act of British Columbia. As a member of the Squamish Public Library Board, you are a citizen who along with other members of the Board have been given trust to care for its library. This implies a challenge, an obligation and an opportunity. Your responsibility is to represent the public interest in libraries.

You will be asked to give freely of your time, talents and energy. This will involve establishing effective working relationships with local government, library staff and fellow trustees. It will require becoming a part of a team (the Library Board) whose mandate is to fulfill the following:

2. Mandate of the Library Board

- 2.1 Develops and reviews mandates, missions, and values for the library.
- 2.2 Sets annual priorities.
- 2.3 Represents the library to local government and the community.
- 2.4 Hires and evaluates the director.
- 2.5 Approves the annual budget, for submission to the municipal council, which has been prepared by the Library Director in consultation with the Treasurer.
- 2.6 Develops and approves policies including staffing and working conditions, and collection development policy.
- 2.7 Develops and approves the library's long-range plan.
- 2.8 Develops a facilities plan.
- 2.9 Initiates fund raising activities to help support the library.
- 2.10 Develops and approves the public relations plan.



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Library Board Trustee Job Description cont'd.

3. Responsibilities of a Library Board Trustee

- 3.1 Attend Board meetings with regularity and punctuality.
- 3.2 Before the meetings, read the Board or Committee material which has been sent out ahead of time. Take time to note any comments or concerns you have about matters which will be discussed at the meeting.
- 3.3.1 Participate in the discussions and decisions at the time they are taking place rather than waiting to state your opinions after action has been taken.
- 3.4 Ask questions or request additional information about any issue you do not understand. Chances are you are not the only one who does not understand. No Library Board Trustee should vote without clearly understanding that which is being voted on.
- 3.5 Abide by decisions duly made by the Board.
- 3.6 Raise any library-related concerns which you have observed or which community members have brought to your attention.
- 3.7 Know and understand the mission and policies of the Library Board.
- 3.8 Be informed and knowledgeable about the Squamish Public Library and commit yourself to learning.
- 3.9 Maintain an objective and unbiased approach free of conflict of interest.

4 Additional Responsibilities

If you have been elected chairperson of a Committee or the Board, you have additional responsibility to:

- 4.1 Prepare an agenda, in consultation with the Library Director, and ensure that this agenda, along with any supporting material, is sent out ahead of time to each Board member.
- 4.2 Understand each agenda item and its purpose on the agenda.
- 4.3 Call the meeting to order when a quorum is present at the appointed starting time.
- 4.4 Introduce and welcome any visiting staff, community members, guests or others.



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Library Board Trustee Job Description cont'd.

4.5 Facilitate the meeting's discussion and decision-making processes by:

- Allowing all members full and equal opportunity to participate
- Keeping order in the meeting according to the Board's recognized by-laws and rules. Usually *Robert's Rules of Order* will be chosen as the guide to parliamentary procedure.
- Acting as a neutral party while ensuring the discussion stays on topic and when sufficient debate has taken place on any topic, calling for a vote.

5. Qualifications

5.1 To have interest in and be supportive of library activities.

5.2 To be a resident of Squamish.