

Board Trustee Position Description

November 2023



CPL Vision

To be the heart of our community – building and connecting a thriving, engaged, and informed Caledon.

CPL Mission

We empower community connections, spark innovation and creativity, and energize the transfer of knowledge.

CPL Values

- Service Excellence
- Lifelong Learning and Literacy
- Innovation, Intellectual Freedom and Creativity
- Commitment to Staff
- Community and Partnership
- Trust, Inclusion, and Equity
- Integrity and Accountability

CPL 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 meeting its mission and epitomizing its values

The primary roles of the Caledon 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;
- Establish operating and administrative 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;
- Set 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.

Membership

The Caledon Public Library Board is comprised of nine (9) members - seven (7) community representatives and two (2) members of Council. Members are appointed by Town of Caledon Council for a four (4) year term, to coincide with the term of elected Council.

The Library Board has the authority to act on behalf of the Library; individual board members have no authority to act on their own.

CPL Trustees

As a member of the 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 Caledon Public Library policies, including the [Caledon Public Library Board By-laws](#) and [CPL Board Code of Conduct](#). 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, Caledon Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is an important 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:

- A Canadian citizen or a permanent resident of Canada;
- At least 18 years old;
- A resident of Caledon; and
- Not employed by the Library Board or the Town of Caledon

Essential Competencies and Qualifications

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

- Conviction that the public library is essential and uniquely important to the life of all residents and communities of Caledon;
- Commitment to the whole of Caledon 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.

The following are highly desirable qualifications, based on the Caledon Public Library's current strategic emphasis on growth and innovation, responding to community needs, celebrating culture and inclusions and demonstrating the Library's value. The Library requires well-connected, credible community leaders who reflect the diverse ethnicities and cultures who call Caledon home and who bring:

- 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 meetings a year. These are scheduled on the evening of the third Monday of each month with the exception of February and July. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

Board members are expected to participate on board committees including those dedicated to Finance, Advocacy and/or CEO Evaluation. Board members may also be expected to participate on "ad hoc" committees of the Board which are established to deal with specific matters such as strategic planning or board succession. Trustees may also elect to represent the Library on committees within the broader public library sector such as the [Ontario Library Boards' Association](#) (OLBA) or [Ontario Library Service](#) (OLS). Time commitments vary according to the committee.

On occasion, Board members are also asked to participate in public meetings designed to engage residents on key library matters. Library Board members also represent the Library in the community and may also attend community and fundraising events on behalf of the Library Board.

Board members are also encouraged to attend relevant conferences and learning opportunities including the annual Ontario Library Association Super Conference. Registration costs for such events are reflected within the Library's budget.

Compensation

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

Additional Information

About Caledon Public Library and about the Library Board:

- Caledon Public Library Board Information
<https://caledon.library.on.ca/about-your-library/library-board-management/>
- [Building the Bridge to Possibilities: Caledon Public Library Strategic Plan 2021-2024](#)
- [We Aim to Be the Best Part of Your Day: Caledon Public Library's 2022 Annual Report - YouTube](#)

- [Measuring the Economic Impact of CPL - YouTube](#)

About the roles and accountabilities of Public Library Boards and Trustees:

- [Cut to the Chase, Ontario public library governance at-a-glance](#)
- [Ontario Public Libraries Act](#)
- [Ministry of Tourism Culture and Sport: About the Public Libraries Act](#)