

Board Trustee Position Description

The London Public Library (Library) strives for a Board that reflects the demographics of the community and supports the Library's Purpose and Values through their experience, expertise and admiration for public library service.

Library's Purpose Statement

The Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

Values

Primary Values: Exceptional Customer Service, Anti-racism and Anti-oppression

Secondary Values: Strong Relationships, Digital Empowerment, Accountability & Responsibility and Foundational Literacies

New Strategic Plan

On October 21, 2021, the Library Board approved the 2022-26 Strategic Plan. The five-year plan is intended to address both short- and long-term goals that will transform library service to Londoners. A copy of the plan is linked below. The current Board will be responsible for developing a new strategic plan in 2026.

Composition of 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.

The Board consists of nine (9) members appointed by the Council of the Corporation of the City of London, including eight (8) citizens-at-large and one (1) member of the Municipal 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.

Primary Board Roles

- Set the vision, purpose and strategic direction for the Library;
- 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*; and,
- 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

London Public Library Trustees

Trustee Values

As a member of the Library Board, a Trustee must act honestly and in good faith, with the interests of the Library taking precedence over personal interests and/or those of any group with which the Trustee is associated.

Trustees are required to conduct themselves in accordance with Library policies. The Library is committed to providing a working environment that promotes anti-racism, anti-oppression, and mutual respect.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to advocate for the Library, establishing the organization as an essential community service and critical infrastructure, by:

- 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.

The Library requires a well-rounded Board with competent, experienced Trustees, able and willing to understand and discuss the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good Trustee keeps the overall purpose and values of the Library in mind while acting strategically.

The person appointed to the Library Board must be:

- a Canadian citizen or Permanent Resident;
- at least 18 years old;
- a resident of London; and,
- not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

- Conviction that the Library's commitment to intellectual freedom is essential for a democratic society and uniquely important to the life of all Londoners and communities within London (the Library uses the definition of "Intellectual Freedom" from the *United Nations Universal Declaration of Human Rights*, which states the following:

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers);

- Commitment to identifying and eliminating systemic racism;
- Commitment to community engagement and collaboration;
- Knowledge of the community's economic and social conditions;
- Commitment to London and Londoners;
- Ability to actively participate in discussion, listen to opposing viewpoints and make reasoned decisions in order to attain positive outcomes;
- Experience with governance and successful strategic planning;
- Experience leading an organization or business;
- Aptitude for planning and project management;
- Willingness to build knowledge and understanding of the broader library community; and,
- Time and energy to devote to the work of the Board

Specific Expertise Needed

The Library seeks expertise in the areas listed below. Please note that expertise in library science is not a high-priority need.

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| • Commercial real estate & development | • Entertainment & culture |
| • Data analysis | • Finance |
| • Education (early years, primary and secondary) | • Fund development |
| | • Health/social services |

- Human resources
- Law
- Marketing
- Technology

Time Commitment

- The Library Board holds a minimum of 7 monthly meetings a year – usually on the last Thursday of the month at 5:30 pm. No meetings are held in July or August unless it becomes necessary for staff to seek Board approval on a time-sensitive matter. The time commitment includes preparation time to read and consider reports and other information in the meeting package(s), 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.
- Board Members represent the Library in the community and will be invited to attend community events on behalf of the Board.
- Board Members are expected to represent the Library on committees such as the Historic Sites Committee of the Board, the Friends of the London Public Library Executive Board, the Ontario Library Service, etc. Time commitments vary according to the committee.
- Board Members will be asked to volunteer to serve on one of three permanent committees: Financial Oversight, Governance and CEO Performance Evaluation.
- Board Members may also be asked 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.

Additional Information

- [Board information posted to Library's website](#)
- [Library policies](#)
- [Cut to the Chase](#) document from the Ontario Library Board's Association
- [Ontario Public Libraries Act](#)
- [Strategic Plan](#)