

## LIBRARY BOARD OF TRUSTEES GUIDELINES

As a Cranbrook Public Library trustee you have been entrusted to care for the well being of the Library in Cranbrook. This appointment by the Cranbrook City Council or Regional District of East Kootenay implies a challenge, an obligation and an opportunity. It is through the Library Board that an interchange of ideas among the community, local government and library staff will be ensured. As a library trustee you will ensure that the Library provides relevant, comprehensive and efficient service to the communities that support it. You act with other Library Board members to fulfill a variety of responsibilities.

As a trustee you will be asked to give freely of your time, talents and energy. It will involve establishing effective working relationships with local government, library staff and fellow trustees. It will require becoming part of a team. The demands are high and so are the rewards, for your contribution can make a difference to library services in both our community and province.

As a valued trustee you will:

- attend Board and Committee meetings with regularity and punctuality;
- read the material in the Board meeting packages before the meeting, and take the time to make note of any comments or concerns you have about matters which will be discussed at the meetings;
- as a committee chair provide written reports in a timely manner so as to allow staff to include them in the meeting packages for your fellow trustees;
- participate in discussions and decisions at the time they are taking place rather than waiting to state your opinions after action has been taken;
- ask questions or request additional information about any issue you do not understand;
- vote with a clear understanding of that which is being voted upon;
- abide by decisions duly made by the Library Board and observe the confidentiality of information provided from time to time;
- raise any library related concerns that you have observed or which community members have brought to your attention;
- know and understand the mission and policies of the Library;
- become familiar with the Library Act and other relevant legislation and information provided to you when appointed;
- be informed and knowledgeable about the Library;
- commit yourself to learning how to be an effective trustee by taking the Trustee Orientation Program provided by the British Columbia Library Trustees Association;
- Maintain an objective and unbiased approach free of conflict of interest.

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

- review or prepare an agenda, in consultation with the Chief Librarian, and ensure that this agenda, along with any necessary supporting material is sent out ahead of the meeting to each Board member or Committee member;
- Understand each agenda item and its purpose on the agenda;
- Call the meeting to order when a quorum is present at the appointed start time;
- introduce and welcome any visiting staff, community members, delegations, guests or others;

- facilitate the meeting's discussion and decision-making process by:
  - allowing all members full and equal opportunity to participate;
  - acting as a neutral party while ensuring the discussion stays on topic and when sufficient debate has taken place on any topic, repeat the motion and call for a vote;
- sign the minutes of the previous meeting at which you presided, after the Board or Committee has approved them.