



Fernie Heritage Library

Library Trustee Recruitment

*Prepared by: Board of Trustees*  
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## 1. Vision, Mission and Values of the Fernie Heritage Library (FHL)

*The Fernie Heritage Library gratefully acknowledges that our work takes place within the Ktunaxa amakis, the homeland of the Ktunaxa people.*

**Mission Statement:** A library for everyone to learn, share, and build community.

**Vision Statement:** A welcoming place that creates connections and inspires learning for all community members.

### Values:

- Belonging and Inclusivity
  - The FHL welcomes everyone in a safe, accepting environment based on belonging and positive relationships and celebrates differences.
- Respect and Professionalism
  - The FHL ensures that everyone – community members, volunteers, staff, partners – is heard, respected, valued, and treated in a fair and professional manner.
- Innovation and Creativity
  - The FHL encourages everyone to explore novel ideas and engage in creative thoughts and pursuits to address existing and emerging needs.
- Working Together and Collaboration
  - The FHL works together with community members, volunteers, staff, and partners and actively seeks to renew existing and cultivate new relationships.
- Being Solution-Focused and Responsive
  - The FHL operates with a positive mindset and is focused on developing solutions and responding to the essential needs of the community.

## 2. Introduction

In 2023, the FHL Board recognized the need to be more purposeful about board recruitment, orientation, retention and succession. This led the Board to consider the following and capture in this manual:

- Define the composition of a successful Board
- Consider diversity in Trustees' professional and personal experience
- Propose desirable Trustee skills and experience
- Identify gaps in recruitment and nomination processes.

This manual supports and guides the FHL Board Development Committee. The Committee is made up of the Library Chair, the Library Director, and at least one other Trustee. The Board Development Committee is responsible for the following:

- recruit and interview potential Board Trustees for election or appointment
- oversee the orientation and training of new Trustees
- facilitate ongoing education by identifying and organizing learning opportunities for Board Trustees that are specific to governance
- facilitate Board succession planning
- develop and maintain this Library Trustee Recruitment Manual

### 3. Library Trustee definitions - BC Library Act

Certain aspects of Trustee recruitment, responsibilities, and terms are determined by the BC Library Act and must be followed. Below are a selection of relevant sections of BC Library Act for Public Library Associations for this manual.

Table 1. Relevant sections of BC Library Act for Public Library Association Board members.

<i>Who can become a member</i>	<b>32</b> <i>On application and subject to the rules of the public library association, the following are eligible to become members of a public library association:</i>	<i>(a) residents in the locality for which the association was formed; (b) residents in an area in which library service is provided by the association by agreement.</i>
<i>Who cannot vote or hold office</i>	<b>33</b> <i>No member under 18 years of age and no employee of a public library association is eligible to be elected to hold office in, or to vote at meetings of, the association.</i>	
<i>Continuation and role of the library board</i>	<b>34</b> (2) <i>The library board is responsible for managing the library of the public library association and for exercising and performing on behalf of the association the powers and duties given in this Part.</i>	
<i>Composition of the library board</i>	<b>35</b> (1) <i>The library board is to consist of</i>	<i>(a) not fewer than 5 or more than 9 members, elected by the members of the public library association</i>

		<i>from among themselves</i>
	<b>36 (4)</b> <i>A member is eligible for re- election or reappointment to the library board, but no member may serve for more than 8 consecutive years.</i>	
	<b>36 (7)</b> <i>The library board</i>	<i>(a) may remove an elected member for cause, including if the member fails to attend 3 consecutive regular meetings of the library board without its written approval, and (b) must remove an elected member who ceases to be eligible to hold office in or to be a member of the public library association.</i>

#### **4. FHL Board Trustee Recruitment**

Our Trustee recruitment plan has 3 stages:

- Stage 1. Establishment of base criteria
- Stage 2. Recruitment
- Stage 3. Orientation

##### **4.1 Establishment of base criteria**

The criteria used to recruit new Trustees must be aligned with the Vision, Mission and Values of the Fernie Heritage Library (FHL). Throughout the stages of Trustee recruitment, we will continue to use the base criteria below.

Library board trustees share the values of the Fernie Heritage Library and are expected to work to promote belonging and inclusivity, respect and professionalism, innovation and creativity, and work and collaborate together while being solution focused and responsive to the community. All potential library Trustees must have a valid Fernie Heritage Library card in good standing.

The desired composition of our Board includes people with:

- Diverse skill sets from professional and personal experience

- Diverse backgrounds in interests and activities
- Board experience is an asset

The desirable skills and competencies for Trustees may include:

- Respectful, collegial, collaborative, team oriented
- Ability to think critically and independently, and process a range of information
- Ability to make informed decisions
- Ability to communicate with and consider needs and interests of diverse groups of people and individuals
- Ability to interact and work with the other Trustees
- Ability to review and understand financial reports
- Ability to participate in conflict resolution
- Has community connections, and interest and care for community
- Has digital & technology awareness, skills, and interest
- Ability to come to meetings prepared

The base criteria guides all steps in the recruitment and selection of new Trustees. All interviews and candidate vetting procedures are to be based on the fundamental criteria above.

## **4.2 Recruitment**

The recruitment materials for new Trustees includes:

- advertisement
- interviewing and vetting
- submitting vetted candidates to the Board

### **4.2.1 Advertisement**

Advertisement materials announcing Trustee openings and application processes should be inclusive and inviting. Locations for posting ads may include:

- Library website
- Library's social media accounts
- Library bulletin board
- Local newspapers/newsletters

Trustee recruitment can also be promoted by current library team members, keeping in mind the base criteria listed above. Directly approaching a potential candidate should only be undertaken if the prospective candidate has been approved for consideration by the FHL Board Development Committee.

### **4.2.2 Interviewing and vetting**

The goal of the interview and vetting process is to select candidates who meet the base criteria for our desired characteristics of Board culture, composition of our Board, and desired skills and competencies. The Board Development Committee and the Library Director will work together in the interview process, to review questions, interview candidates, and vet applicants for submission to the Board.

After the interview, the interviewers will consider each candidate and decide whether or not to recommend them for a Trustee position.

The Board may make a motion to appoint a vetted candidate to fill a Trustee vacancy at any regular business meeting.

#### **4.3 Orientation**

New Trustees receive an orientation to facilitate their smooth transition into a Board governance role. The orientation will include an overview of both governance and operational aspects of FHL provided by the Board Chairperson and/or Library Director. The orientation should take place prior to the first Board meeting for the new Trustee.

## **Appendix 1. Library Director role & responsibilities**

- Executes the strategic direction of the public library board and provides to the board accurate reports, including service and program assessments, and budget forecasts and updates
- Identifies and presents emerging issues and trends
- Manages the day to day operations of the public library including the staff, budget, programs, collections, infrastructure and facilities, communications and marketing, and partnerships

## **Appendix 2. Trustee role & responsibilities**

- Establishes the vision, mission, values, and strategic direction of the public library
- Provides support to and oversight of the role and responsibilities of the Library Director
- Participates in productive meetings and generative discussions that reflect duty of care and fiduciary responsibility
- Establishes a budget, aligned with the strategic direction of the organization, and provides oversight of the financial health of the public library including:
  - Understand the funding structure of the library
  - Reporting on the use of funds as required by legislation and other funding requirements
  - Ensuring financial policies are in place
- Delegates the operational day-to-day management, including the budget, human resources, and services to the Library Director
- Oversees and assesses the organization's strategic outcomes
- Establishes policies that:
  - Promote public library use
  - Support library staff
  - Ensure board fiduciary responsibility and duty of care
  - Define expected board duties and behaviour
- Advocates for and champions the library
- Communications such as budget presentations and strategic updates with local government; responding to community inquiries regarding governance; speaking on behalf of the library at events or to media
- Understand the legislation under which the library operations (see above section on Legislation and Policies)
- Understand the priorities and operations of local government

The board, as a whole, not the individual trustees, holds authority.

The authority of the board is normally conveyed through the Board Chair unless it has been formally delegated.

The Board Chair and the Library Director, working together, speak on behalf of the library.