

# The Public Library in Ontario

## Procedures for Becoming a Library Board Member

The Cornwall Public Library has nine members who serve a four-year term concurrent with Cornwall City Council. The board is composed of:

- 1 - City Council representative
- 8 - Lay appointments, appointed by City Council

Members of the library board serve without remuneration.

Cornwall City Council advertises library board openings for lay persons in the local newspaper immediately following each municipal election. Any interested citizen of Cornwall may apply for a seat on the library board. Applications may be made to the City Clerk's department.

If openings occur on the library board during its term of office, new appointees are selected in the manner described above.

**The Cornwall Public Library Board of Directors meets 10 times per year on the fourth Tuesday of each month at 4:45 p.m.**

**Meetings are held in the Board Room on the 2<sup>nd</sup> floor of the library.**

## Responsibilities of the Library Board

The library board is responsible for:

- Making policies for the operation of the library,
- Obtaining adequate funding for library materials, services and programs,
- Promoting the library in the community,
- Responding to proposed legislative and regulatory changes affecting the library.

The board is accountable for:

- Accepting fiduciary responsibility,
- Providing annual reports on library operations to the community, city council and the province,
- Adopting a leadership style that will advance library service.

The board defines the library's purpose and direction by:

- Setting policies under which the CEO is delegated the authority and resources to run the library,
- Acting as a bridge between the library and the community, and the library and municipal council,
- Practicing good governance,
- Advocating on behalf of the library,
- Adopting an annual budget and monitoring its performance,
- Ensuring that the library meets the community's needs and the library's stated goals.

## Skills and Competencies

Library board members should have one or more of the following skills and competencies:

- ✓ A strong interest in, and commitment to, public libraries
  - ✓ Understanding budget development and the budget process
  - ✓ Advocacy
  - ✓ Policy development
  - ✓ Commitment to group decision-making and listening to others
  - ✓ Able to effectively engage in dialogue
  - ✓ Previous board experience
  - ✓ Public relations experience
  - ✓ Technology background
  - ✓ Financial / business background
  - ✓ Human Resources background
  - ✓ Community organization background
  - ✓ Knowledge of municipal affairs
  - ✓ Knowledge of fundraising
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### For More Information contact:

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## ***Are You Interested in Joining the Library Board?***



Mission: Cornwall Public Library provides residents with excellent collections, spaces and experiences to support their reading, learning and leisure needs.

The library is a leader in developing essential literacy skills and provides lifelong learning opportunities for all of its residents in a variety of contemporary physical and digital environments that are welcoming, dynamic and inclusive.

[www.library.cornwall.on.ca](http://www.library.cornwall.on.ca)