

## Hamilton Public Library Board Recruitment – Information Sheet

### KEY POINTS ABOUT RECRUITMENT FOR THE 2019-2022 LIBRARY BOARD

- The deadline for applications is Friday, **December 14, 2018** at 4:30 pm. All the information you need to apply is on the City website: [Apply to Serve on a Board or Committee](#). There is also an [Online Application Form](#).
- An Information Session will be held on **November 28, 2018**, 4 to 8 pm, in the foyer area outside the Council Chambers, 2nd Floor, City Hall. The purpose of the Information Session is to outline the scope of the various committees, explain the time commitment and any qualifications that may be required. Library staff will be present to answer questions to those attending.
- In 2018 the Library Board adopted a new [Strategic Plan](#). For an understanding of some of the longer term challenges facing public libraries that you would need to consider as a Board member, the document [Meeting User Needs IV](#) provides some longer term context.

### THE HAMILTON PUBLIC LIBRARY SYSTEM

Hamilton Public Library (HPL) serves people living, working or going to school in the City of Hamilton. HPL operates 22 locations and two bookmobiles. The library system is a recognized leader in its provision of youth services, its use of technology, its wide-ranging community partnerships, and its programs and services promoting the love of reading and literacy. HPL is committed to helping newcomers integrate, seniors stay connected and people of all ages develop the knowledge and skills they need to succeed.

### ORGANIZATION OF THE LIBRARY BOARD

The Library Board operates under the authority of the Ontario Public Libraries Act. The City of Hamilton by-law requires eleven (11) trustees including nine **(9) citizen appointees** and two **(2) representatives from City Council**.

Trustees are appointed by City Council. Once appointed a Trustee's allegiance is with the Library Board which is a separate legal entity.

Unless filling a vacancy during a term, appointments to the Board are for four (4) year terms that match the term of council. The current recruitment is for the period January 2019 – December 2022. While the term technically ends in December 2022, Board members remain in place until new members are appointed by the next Council. New members assume responsibilities as soon as their Council appointments are approved.

The Library Board does not use a committee structure except for an Audit Committee.

## MEETINGS

The Library Board meets monthly from September to June; special meetings may be called at any time. Meetings are held on the third Wednesday of the month at 6:00 p.m., usually at the Central Library.

Meetings are open to the public. The **meetings are live-streamed** and the video recordings of past meeting are place on the [Library's website](#) for the public to watch.

## REMUNERATION

Allowable expenses only. Dinner is provided immediately before meetings.

## SPECIFIC DUTIES OF BOARD MEMBERS

Represent the entire community, not just a single contingency or geographic area.

Develop strategic priorities for the organization. Approve annual organizational goals.

Employ a competent and qualified Chief Librarian/CEO.

Work with the Chief Librarian/CEO to prepare a budget adequate to carry out the library's goals and objectives and present this budget to municipal council

Determine and adopt written policies to govern the operation and programs of the library. To review existing policies, see the [Library Board Policy Manual](#).

Be aware of local and other laws, which affect libraries and play an active role in supporting policies and legislation beneficial to public libraries. See that accurate public records concerning finances, property and annual reports are on file at the library and with appropriate local, provincial or national bodies.

Attend all Board. Attend outside meetings and workshops for trustees as assigned. The Board appoints one representative to the Southern Ontario Library Service Board.

## REQUIREMENTS

The Public Libraries Act requires Board members to be at least 18 years of age, a Canadian citizen, and a resident of Hamilton. It is not legal for library employees or their direct family members to be Board members. Board materials are distributed electronically, so being proficient with basic computer technology is required.

If you have additional questions about the role of the Library Board, please contact Paul Takala, Chief Librarian/CEO and Secretary of the Board, at 905-546-3214 or [ptakala@hpl.ca](mailto:ptakala@hpl.ca)