



# **BURNABY PUBLIC LIBRARY**

## **Trustee Recruitment Information**



*Our dream is:*

**A welcoming community where all people can explore, learn and connect.**

*To realize our dream:*

**We empower the community to engage with and share stories, ideas and information.**



*Be curious...*

*We value:*

**Intellectual Freedom**

We encourage the free exchange of information and ideas in a democratic society.

**Community**

We treat everyone with respect and work in partnership with our communities.

**Innovation**

We are future focused, looking for creative solutions to meet existing and emerging needs.

**Integrity**

We are open, transparent and accountable.





## Connect with Community

We will:

- Discover and understand our communities' needs and aspirations
- Identify and remove barriers to library services
- Act as a hub, connecting people to each other
- Recognize and celebrate Burnaby's diverse communities



## Encourage Curiosity and Exploration

We will:

- Inspire learning and critical thinking
- Cultivate imagination, creativity and play
- Support skill development and digital knowledge
- Enable creation and sharing



## Create Welcoming and Innovative Spaces

We will:

- Build a new Cameron branch
- Reimagine existing spaces
- Activate new spaces
- Enhance virtual spaces



## Invigorate People and Culture

We will:

- Support staff to reach their full potential
- Deepen our learning and integration of the principles of Truth and Reconciliation
- Transform our work processes and systems
- Strengthen our partnerships
- Promote our services

## **ROLES AND RESPONSIBILITIES OF A TRUSTEE**

As a Burnaby Public Library Trustee, you are a citizen whom the community has “Trusted” to care for its library. This appointment by Burnaby City Council implies a challenge, an obligation and an opportunity. It is through the existence of you and your Board that an interchange of ideas between the public, the government and the library staff will be ensured. Your responsibility is to represent the public interest in libraries. To see that the Burnaby Public Library offers comprehensive and efficient service to the community that supports it, you act with other Board members to fulfill a variety of responsibilities as a Trustee.

Trusteeship is not an honorary position. 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 but so are the rewards, for your contribution can make a difference to library service in both our community and province.

### **ROLES**

1. Develop and approve policies for the Library in such areas as finance, human resources, governance, advocacy and programs.
2. Determine the strategy, goals and objectives of the Board and Library.
3. Determine the Library's role in satisfying the needs of the community at large.
4. Select and evaluate the Chief Librarian.
5. Cooperate and consult with other community agencies, organizations, and libraries to develop various partnerships to meet the Library's goals of providing service to the community.
6. Understand and fulfill your legal responsibilities.
7. Be an advocate for the Library, engaging in outreach to the community.

### **RESPONSIBILITIES**

1. Attend Board and Committee meetings with regularity and punctuality and maintain the confidentiality of matters and decisions of in camera meetings.
2. Before the meetings, read the Board or Committee material, which is sent out ahead of time. Take time to make note of any comments or concerns you have about matters, which will be discussed at the meeting.
3. Participate in the discussions and decisions at the time they are taking place rather than waiting to state your opinions after action has been taken.
4. Ask questions or request additional information about any issue you do not understand. Chances are you are not the only one who does not understand; other trustees will be grateful to receive clarification. No Board member should vote without clearly understanding that which is being voted on.

5. Support publically decisions duly made by the Board.
6. Raise any library-related concerns that you have observed or that community members have brought to your attention.
7. Know and understand the vision, mission, values, strategic plan and policies of the Library Board.
8. Be informed and knowledgeable about Burnaby Public Library and about library issues in general, and commit to learning and to the education of other Trustees.
9. Maintain an objective and unbiased approach free of conflict of interest.
10. Have the ability to commit to time on weekends and evenings outside of the regular meeting schedule.

If elected chairperson of a Committee or the Board, you have the additional responsibility to:

1. Review and develop the agenda with the Chief Librarian.
2. Understand each agenda item and its purpose on the agenda.
3. Call the meeting to order when a quorum is present at the appointed starting time.
4. Introduce and welcome any visiting staff, community members, guests, or others.
5. Facilitate the meeting's discussion and decision-making processes by:
  - allowing all members full and equal opportunity to participate.
  - keeping order in the meeting room
  - acting as a neutral party while ensuring the discussion stays on topic and when sufficient debate has taken place on any topic, calling for a vote.

### **Desired Skills**

- Strong community connections, in particular with communities that are currently underserved by the Library and/or underrepresented amongst current Library Trustees
- Strong communication skills
- Being able to work in a collaborative manner and respecting differing views
- Experience or history of volunteering within the community
- Skills or experience in any of the following – finance, human resources, advocacy, youth work, strategic planning, policy-making