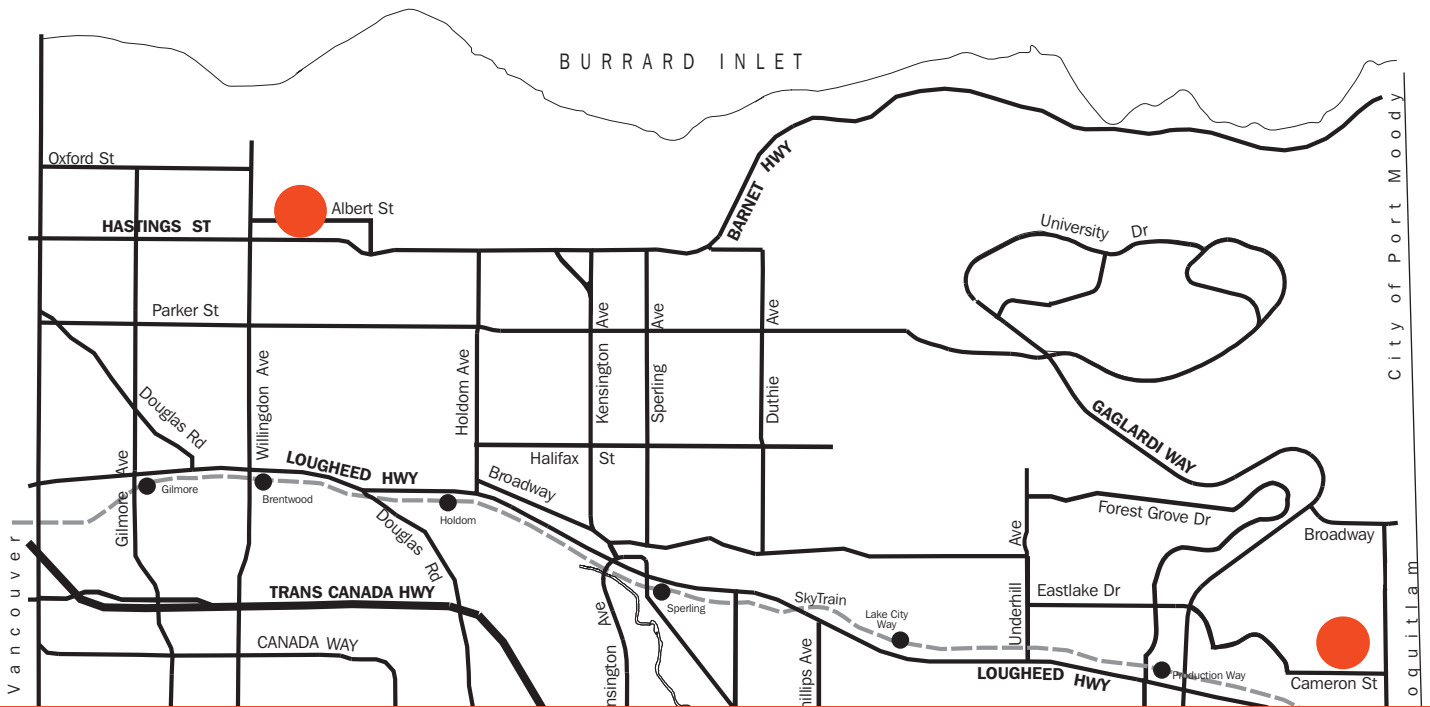
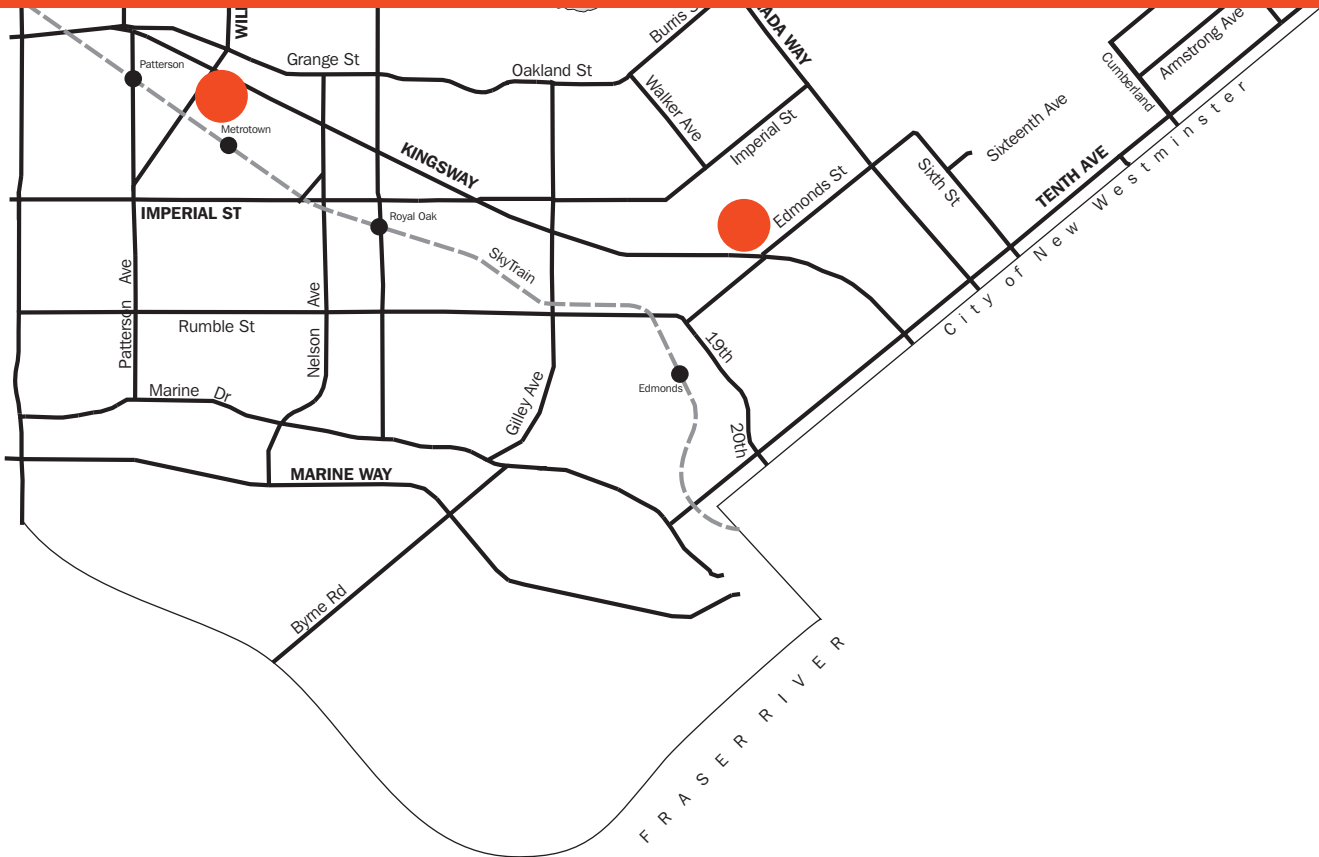


# Information for Prospective Trustees





**Burnaby Public Library is located on the ancestral and unceded homelands of the hən̓q̓əmin̓əm̓ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this territory.**



# Thank you for your interest in becoming a Burnaby Public Library Trustee

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This document contains information about BPL and about the role of a Library Trustee.

[Burnaby Public Library](#) empowers the community to engage with and share stories, ideas and information. Our vision is a welcoming community where all people can explore, learn and connect.

BPL's [four libraries](#) are important public spaces, meeting places and centres for discovery and dialogue, anchored by

our broad and deep collections and our commitment to in-person service. BPL is changing to continue to meet the needs of our highly diverse community, with an increased emphasis on removing service barriers, a greater focus on digital literacy, and ongoing work to upgrade and rethink our public spaces.

## What is the Burnaby Public Library?

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The Burnaby Public Library Board sets strategic priorities, determines and adopts policies governing the services and operation of the Library, and determines the Library's role in satisfying the needs of the community.

The Burnaby Public Library Board is made up of volunteers, called Trustees, who are appointed by Burnaby City Council. The BPL Board is a separate legal entity and is legislated under the [BC Library Act](#).

There are nine [Library Trustees](#) on the BPL Board. Eight Burnaby residents are appointed for two-year terms, and one City Councillor is appointed for a one-year term. Trustees serve a maximum of three two-year terms (six years) on the Library Board. The Chief Librarian is Secretary to the Board. They attend Board meetings but do not vote.

## What do Library Trustees do?

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The BPL Board oversees the governance of the Library. The Board delegates operational responsibility to the Chief Librarian.

Library Trustees:

- Develop, uphold and promote the Library's vision, mission, values and strategic goals
- Ensure that the operations of the Library support these [vision](#), [mission](#), [values](#), and [strategic goals](#)
- Adopt written [policies](#) to govern the operations and services of the Library
- Ensure that the library maintains effective financial and other controls and has identified major opportunities and risks
- Advocate for the Library in the community and represent the community to the Library
- Advocate for the Library with City Council and other decision makers and funders
- Hire a Chief Librarian as required to oversee management and day-to-day operations of the Library, evaluate their performance and support their development

## How can I be an effective Library Trustee?

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### **Demonstrate interest and enthusiasm**

Trustees need to understand the importance and place of libraries in our rapidly changing world. Trustees should be committed to learning about libraries and trusteeship, and to advocating on behalf of the library.

### **Be available**

The BPL Board meets 11 times a year. Trustees are expected to invest personal time in preparing for board meetings, participating on Board committees, and attending library events. You can view [past agendas and minutes](#) on the BPL website. A minimum commitment is an average of one evening meeting a month and at least 10 hours a month. New trustees may need extra time to familiarize themselves with Board policies and processes, and with library

activities. Trustees are not paid for their time, but can claim expenses for approved training and conference attendance.

### **Build community connections**

Trustees should have strong community connections, in particular with communities that are underserved by the Library or that are underrepresented amongst current Library Trustees.

### **Be a collaborative team member**

Trustees should be prepared to actively participate in the work and discussions of the Board, asking questions about any issues that they do not understand, respecting differing views, and acting with fairness and openness. Once a decision is made by the Board, Trustees must publically support the decision.

**Trustees must be Burnaby residents and may not be employed by the City of Burnaby or Burnaby Public Library.**



## **What are the benefits of being a Library Trustee?**

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Being a Library Trustee is a rewarding experience and a chance to meet new people. Library staff and trustees are dedicated, enthusiastic people who are committed to great library service for the whole community.

Being a Library Trustee, an opportunity for learning about the city and the Library, and about issues relevant to the

library community, such as literacy, intellectual freedom and equitable access to information.

Being a Library Trustee is an opportunity to gain experience in public sector governance, and in working collaboratively with people from different backgrounds.

## **I still have questions, who can I talk to?**

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For more information, please contact Beth Davies, Chief Librarian and Secretary to the Board at 604-436-5431 or [beth.davies@bpl.bc.ca](mailto:beth.davies@bpl.bc.ca). You can also contact the Library Board Chair at [board@bpl.bc.ca](mailto:board@bpl.bc.ca).

## **How do I apply to join the Library Board?**

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Board members are appointed by City Council. Visit City of Burnaby for information on the [application process](#).