

Board Trustee Application Package

Thank you for your interest in becoming a Library Board Trustee for the Radium Hot Springs Public Library.

This package has been prepared to assist you in your decision to apply for a position as a Library Board Trustee. This information will give you a sense of Library governance and the roles and responsibilities of the Board of Trustees.

Please visit our [Radium Hot Springs Public Library website](#) to see a list of our current Board members, prior meeting Minutes etc.

In this package, you will find:

- 1. Background of the Radium Hot Springs Public Library (RHSPL)**
- 2. Trustee Roles and Responsibilities**
- 3. Governance of the RHSPL**
- 4. RHSPL Trustee application form**

It is important that you read through this package before completing the application.

If you choose to apply for a position on the Board, you may be invited to attend a meeting so we can answer your questions regarding the Library and the Board. We aspire to maintain a Board composition which includes Trustees with a variety of skills and experience.

The election of a Trustee occurs in January for a 2-year term.

1. Background of the Radium Hot Springs Public Library (RHSPL):

Radium Hot Springs Library was established on February 15, 1994 and was located at the Radium Elementary School. The Library consisted of one wall of donated books from local residents. The Library quickly outgrew its space and on May 6, 1995, the Library relocated to the Radium Community Hall. The Library was housed in a small corner room upstairs and was operated for limited hours by volunteers.

The Library continued to grow and in 2006, it became British Columbia's newest Public Library. At this time, a Board of Trustees was formed and a Library Director was hired on a part-time basis. Still the Library grew—and in June 22, 2008, the Library moved to a larger space. The new premises were three times the size of the old space, thanks to the generosity of the Village

of Radium Hot Springs and the provincial government. The Library was housed at #2 Radium Plaza on Main Street West.

The Library converted to a comprehensive computer system in 2011 and added a Facebook page and a website that includes a complete catalogue of available books including e-books, several databases for patron use, and interlibrary loan service.

Library programming has expanded over the years. The Library offers a variety of programs for all ages throughout the year. In addition to regular programming, the Library offers short-term programs in partnership with local organizations, and hosts special events throughout the year.

On July 2, 2018, the Library moved to its current space in the new Radium Hot Springs Centre located at 4863 Stanley Street. With this move, the Library expanded its space, its open hours, its staffing, and its programming. We invite you to become a member of the Library and enjoy our open and inviting venue.

2. RHSPL Board of Trustee Roles and Responsibilities:

Roles:

a) Board Schedule

The RHSPL Board meets monthly, usually on the 3rd Tuesday of the month in the late afternoon. The meetings typically last about two hours.

b) Board Duties

- Act in a position of trust for the community, and be responsible for the effective and ethical governance of the Library.
- Determine policy, specifically the rules for managing the provision of public library services.
- Appoint and support the work of the Library Director and review their performance.
- Review and approve the annual operating and capital budgets, and monitor revenues and expenditures.
- Set the strategic direction for the library, and monitor progress of strategic priorities.

Responsibilities:

Trustees normally allot a few hours per month for Trustee work. RHSPL Trustees must commit to the following responsibilities:

a) Governance, Oversight, and Planning

- Act with integrity in all matters relating to the Library.
- Promote sound budgetary management.
- Comply with Library Board governance policies.

b) **Learning and Knowledge**

- Have an interest in library services, collections, technologies, and programs.
- Contribute to key areas of Board involvement such as: governance, strategic planning, finance, and infrastructure.

c) **Participation**

- Prepare for Board meetings in advance, attend regularly scheduled Board meetings, and participate fully.
- Support library events, including fundraising, through active involvement.
- Participate in an executive position, or on a committee, or in another role.

d) **Personnel**

- Treat colleagues, staff, and library volunteers with respect and kindness.

e) **Advocacy**

- Promote the Library as a public advocate and invite public opinions and input.
- Build relationships with various funding sources (i.e. government, community and other stakeholders).

New Trustees will receive a Board orientation with the Chair (or designate), a tour of library operations, and are asked to sign a commitment statement of code of ethics and standard of conduct.

3. Governance of RHSPL:

BC Library Act

The role of a Public Library Board is established by the provincial government. The BC Library Act specifies the role, rights and responsibilities of the Board.

For an online copy of the Library Act, please visit www.bclaws.ca, or click the link: BC Library Act

4. RHSPL Trustee Application – *PLEASE SUBMIT THIS FORM*

The information you provide to the RHSPL will only be used by authorized staff and Library Board trustees in considering your application. Your application will be kept on file for one year from the date appointments are made or for the term of your appointment, whichever is applicable.

Date: _____

First name: _____ Last name: _____

Street Address:

City: _____ Postal code: _____

Telephone: _____ Cell#: _____

E-mail: _____

Relevant experience

- Job experience:

- Board experience:

- Volunteering with other organizations:

- Other:

For more information contact:

Jacqueline Wagner, Library Director– radiumpubliclibrary@outlook.com

Thank you for your interest in joining the Radium Hot Springs Public Library Board.