

MAYNE READING CENTRE SOCIETY (MRCS) BOARD DIRECTOR APPLICATION PACKAGE

Thank you for your interest in the Mayne Reading Centre Society (MRCS), which governs the Mayne Island Library.

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

Please visit our Southern Gulf Island Libraries' website to see our current Board members and more. [Click here](#)

In this package you will find:

1. Background of the Mayne Island Library
2. Board Director Roles and Responsibilities
3. Governance of the MRCS
4. MRCS Director 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 will 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 Directors with a variety of skills and experience. The election of a Director occurs at the end of February at the Library's Annual General Meeting (AGM), for a 3-year term.

BACKGROUND OF THE MAYNE ISLAND LIBRARY

- **1980's**
 - the MI Postmistress started an informal book exchange at the Post Office
- **1990's**
 - formed the Mayne Island Library Club; rented 200 square feet at the Centre Store on Fernhill Road (site of the Fernhill Centre)
 - Moved to the Mall, renting a 400 sq. ft. Space
 - 1994, incorporated under the Society Act (now the Societies Act) as the Mayne Reading Centre Society
- **2000's**
 - 2001 - The community began funding library services through public tax levies after a referendum was passed in 2001, allowing for the much-needed expansion of library services.
 - Mayne Island residents raised the funds to purchase the land and the double-wide building in Miners Bay.
 - 2002 - received a donation from the Vancouver Foundation to build the community meeting room/Non-Fiction area. Basement storage and public washrooms were added. Much of the work was done by island volunteers.

- 2006 - joined the Southern Gulf Island Library Commission with the Capital Regional District. This agreement allows for the distribution of the Annual CRD and Provincial Government funding through the Pender Island Library Association.
- **2010's**
 - 2012 - the SGILC joined B.C. Libraries Cooperative and automated circulation functions using the Sitka Evergreen Integrated Library System. The SGILC hired a Library Coordinator, working from the Pender Library.
 - 2016 - did major renovations to the interior of the library: replaced carpet tiles; painted; replaced most of the wooden shelving with earthquake-secured metal, library shelving.
- **2020's**
 - 2020, hired a part-time staff member to work at the Circulation Desk.

MRCs BOARD OF DIRECTORS

Board Schedule

The Board meets monthly on the 2nd Thursday of the month at 11:00 am. The meetings are open to the public and typically last about two hours.

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 Assistant 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.

“Libraries are places where people gather to explore, interact, and imagine. People are flocking through the doors for more than just a quiet corner to read, as libraries are community hubs for people to learn and grow together.”

BOARD DIRECTOR RESPONSIBILITIES

Directors normally allot five to six hours per month for Director's work, although during COVID this commitment has been considerably more. MRCs Directors must commit to the following responsibilities:

Governance, Oversight, and Planning

- Act with integrity in all matters relating to the Library. - Comply with Library Board governance policies.
- Promote sound budgetary management.
- 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. —Personnel
- Treat colleagues, staff, and library volunteers with respect and thoughtfulness.

Participation

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

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 Directors receive a Board orientation with the Chairperson, a tour of library operations, and are asked to sign a commitment statement of code of ethics and standard of conduct.

GOVERNANCE OF THE MAYNE ISLAND LIBRARY **BC Societies Act**

The role of a Society in British Columbia is established by the provincial government. The Societies Act specifies the role, rights and responsibilities of the Board members. For an online copy of the Societies Act, please visit [www. bclaws.ca](http://www.bclaws.ca) or click this link: [BC Societies Act](#)

