



PENDER ISLAND PUBLIC LIBRARY

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sgicl.bc.libraries.ca

BOARD TRUSTEE APPLICATION PACKAGE

Thank you for your interest in the Library!

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

Please visit our [Pender Island Public Library website](#) to see our current Board members, meeting Minutes, and more.

In this package you will find:

- Background of the Pender Island Public Library (PIPL)
- Trustee Roles and Responsibilities
- Governance of the PIPL
- PIPL Trustee application form

It's important that you read through this package before completing the application. If you choose to apply for a position on the Board, you'll 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 Trustees occurs in early-March at the Library's AGM, for a 2-year term.

BACKGROUND

"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." (*Public Libraries Online*)

Book lending services on Pender Island first began in the early 1970s with locals borrowing books from the fondly called “Pender Lender”, a rented location. A group of far-sighted individuals laid the groundwork that became the new Pender Island Public Library building at the Auchterlonie Center in 1991. This building was designed by local architect John Roberts and is one of which the residents of Pender Island are, justifiably, very proud. 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.

In 2012, the Library underwent extensive interior renovations and remodelling, supported by fundraising from generous local donors and government grants. Since then, library services have continued to expand and now include a vibrant youth area, a rich collection of adult and youth books, DVDs, eBooks, educational programs, public computer workstations and Wi-Fi, art displays, and more. Friendly and supportive staff guide daily operations, while the Board of Trustees provides fiscal oversight and strategic planning to meet the needs of our local community.

PIPL BOARD OF TRUSTEES

Board Schedule

The PIPL Board meets monthly, except for July and December. The meetings are open to the public and typically last about 1.5 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 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.
- Approve policies that aid in the governance and operation of the library services.

BC Library Act

The role of a Public Library Board is established by the BC 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 [BC Library Act](#).

TRUSTEE RESPONSIBILITIES

Trustees normally allot 2-5 hours per month for Trustee work. PIPL Trustees 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 volunteers with respect and thoughtfulness.

Participation

- Prepare for Board meetings in advance, attend regularly scheduled 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 organizations).

New Trustees will receive an orientation with the Chairperson and Library Director, a tour of library operations, and are asked to sign a commitment statement of code of ethics and standard of conduct.

PIPL TRUSTEE APPLICATION – PLEASE SUBMIT THIS FORM

Date: _____

First name: _____ Last name: _____

Street Address: _____

City: _____ Postal code: _____

Telephone: _____ Cell#: _____

E-mail: _____

NOTE: The information on this form is collected by Pender Island Public Library under the authority of BC Library Act and BC Freedom of Information and Protection of Privacy Act, s.26. Your application will be kept on file for one year from the date appointments are made or for the term of your appointment, as applicable. For questions about the collection or use of this information, please contact the Library's Privacy Officer at penderislandlibrary@crd.bc.ca or 250-629-3722.

Relevant experience

- Job experience:

- Board experience:

- Volunteering with other organizations:

- Other:

FOR MORE INFORMATION CONTACT:

Board Chairperson, Laura Vilness, or Carmen Oleskevich, Library Director – 250-629-3722, or penderislandlibrary@crd.bc.ca

Thank you for your interest in joining our Library Board.