



## BECOME A LIBRARY BOARD TRUSTEE

*I have found the Board work to be engaging and meaningful. I have been privileged to work with an excellent staff and collegial and progressive Board Trustees. We focus on maintaining exemplary library services to our community within the provincial environment. I have greatly enjoyed serving on the PIPL Board. It has enriched my life on Pender.*

*Laura Vilness, Chair, Pender Island Public Library*

### **What is the Pender Island Public Library Board and what do they do?**

The purpose of the Library Board is to ensure public library service on Pender Island is managed, regulated and controlled, effectively and responsively, and to carry out responsibilities associated with maintaining and supporting the library. The Board is responsible for ensuring the delivery of high-quality library services that meet the needs of the community. The Board prepares and upholds the mission, vision and values of the library through a strategic plan. The Board represents the citizens' interests, advocates for the library, and upholds the Canadian Library Association Statement of Intellectual Freedom. Members of the Library Board, called trustees, serve two-year terms, to a maximum of four terms.

The Board aims to be inclusive and to reflect the community served by the library. We welcome interest from individuals from diverse backgrounds, including Indigenous individuals, all identities, and persons with disabilities.

### **What are some of the reasons I might want to become a trustee?**

As a trustee, you are able to give your time and talent to the library because you want to help us make a positive difference in our community. People join our board because they personally believe in and feel committed to the library and because our mission and vision resonates with them. Serving on our board offers an opportunity to meet interesting people, work as a part of a dedicated team united with a sense of common purpose, and gain experience in public sector governance.

### **What qualifications do I need to become a trustee?**

We expect our trustees to be team players, excellent communicators and conscientious, reliable attendees. Strong connections in our community are a great asset. Specific skills (for example, financial or business knowledge, policy development or governance experience, strategic planning or assessment experience, or human resource management know-how) are also very helpful, but are not a requirement. You do not need to have advanced levels of education to be an effective trustee — just the dedication, energy and willingness to donate your time!

### **How much time will I need to commit to being an effective trustee?**

The Board has meetings 10 times per year that trustees are required to prepare for and attend (the Board does not meet in July or December). Trustees are also required to serve on one or more committees, which may meet between scheduled board meetings. These activities are mutually agreed upon between you and the board leadership. Additionally, trustees usually attend significant program and community engagement events, and may also attend workshops during the year.

On average, a board member can expect to give about 5-10 hours of their time per month, although this can vary depending on the activities of the Board and the commitments you make. In addition, new trustees may need extra time to familiarize themselves with Board policies, library activities and foundational documents. We want prospective trustees to think realistically about how much time they will have to fulfill the expectations of our board.

### **As a trustee, will I be expected to help fundraise and cultivate potential donors?**

The library board's primary role is to ensure the sustainability of the library through advocacy and good governance. Every trustee acts as an ambassador of information and good will in the community, which builds the library's reputation and motivates people to support the library. All trustees participate in advocacy by developing strong and positive relationships with funders and decision-makers, telling the library's story in the community, and promoting library priorities. The library board may elect to engage in fundraising activities from time to time, but fundraising is not a core activity.

### **If I am appointed to the Library Board, what kind of training will I get to learn how to be a good trustee?**

As a member of BC Library Trustees Association, we will support your initial training through a series of workshops designed to support trustee orientation, taking a comprehensive look at the roles and responsibilities of library trustees in BC. In addition, there is a general orientation with the Library Director and the Board Chair, policy manuals to refer to and

ongoing learning opportunities throughout your term. The Library Board also sets goals for its own learning and development annually.

**How can I apply to the Library Board?**

Pick up and submit a form at the Library front desk, or print the form from the Library website. Applications are reviewed by a Board committee, followed by informal interviews to help us build a diverse governance team.

For additional information on the Pender Island Library Board of Trustees, please visit our website, or email [penderislandlibrary@crd.bc.ca](mailto:penderislandlibrary@crd.bc.ca)

**PIPL TRUSTEE APPLICATION – PLEASE SUBMIT THIS FORM TO BE CONSIDERED FOR APPOINTMENT**

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](mailto:penderislandlibrary@crd.bc.ca) or 250-629-3722.

Relevant experience

- Job experience:
  
  
  
  
  
  
  
  
  
  
- Board experience:
  
  
  
  
  
  
  
  
  
  
- Volunteering with other organizations:

Why are you interested in serving on the Library Board?

**FOR MORE INFORMATION**

Board Chairperson, Laura Vilness, or Carmen Oleskevich, Library Director – 250-629-3722, or email [penderislandlibrary@crd.bc.ca](mailto:penderislandlibrary@crd.bc.ca). *Thank you for your interest in joining our Library Board.*