

Recruiting New Public Library Board Members

Municipal Council is responsible for determining the composition of library boards and for appointing library board trustees immediately following municipal elections and when vacancies occur and in compliance with the Public Libraries Act.

Public Library Boards and CEO's can actively support the appointment process to ensure strong governance leadership for this important community service. The level of communication between municipal council and public library boards may vary across the province. This checklist is intended as a guideline.

Checklist

Task	Responsibility
May - July	
Contact Municipal Clerk: Library CEO or current Board chair speaks to municipal clerk about the library trustee recruitment process. Establish a selection process that will be used for all candidates for the library board, including the confirmation of number of trustees required. This may include the establishment of a selection committee.	Library CEO/Board Chair connects with Municipal or County Staff
Collect necessary background information about the library and the position, such as mission statement, general trustee duties and responsibilities.	CEO
Conduct a board evaluation and create a legacy document intended for the next board outlining opportunities and challenges and determine required skills according to anticipated governance needs for the upcoming term.	Board
Create a Board vacancy posting	CEO/Board or Municipal or County staff
August - October	
Advertise vacancies in local newspaper in English (and French as required) and relevant websites (the municipal web site, the public library web site). This should happen before the municipal election so	Municipal Clerk/CEO

appointments can be made promptly. Ensure the CEO is a contact to answer any questions from the public.	
Notify those who have expressed interest, or would make a significant contribution to the board, that applications should be mailed to the municipal office. Schedule a briefing/information session regarding library service and the role of the board for prospective board members. Consider hosting the briefing section before the regular board meeting and inviting candidates to stay for the board meeting.	CEO/Board Chairperson
Create a transition plan for the new board.	Board
Post election (October – January)	
Review requirements and process for first meeting of the new board.	CEO
Appoint new Board (at first meeting of the council or within 60 days of first meeting).	Municipal Council
Plan a comprehensive orientation for the new board.	CEO
Establish date and time of first board meeting.	Board
Contact all board appointees as soon as possible regarding date and time of the first board meeting.	CEO
Compose brief biographical sketch of each trustee for board package for the first board meeting.	CEO
Prepare agenda for first Board meeting.	CEO
Elect at the first meeting: <ul style="list-style-type: none"> • Library Board Chairperson • Vice-Chair • Standing Committees 	Board

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