

## Thank you very much for your interest in the Library

This package has been prepared to assist people in their decision to apply for a position as a Library Board Trustee. We hope this information gives you a good sense of the governance of the Library and the roles and responsibilities of the Board of Trustees.

Please visit our website [www.nelsonlibrary.ca](http://www.nelsonlibrary.ca) to see our strategic plan and annual reports.

### In this package you will find:

1. Library Board application form
2. Trustee Roles and Responsibilities
3. Governance of the NPL
4. Code of Ethics and Standard of Conduct Policy
5. Conflict of Interest Policy

It is important that you read these Policies before completing the application as you will be asked to sign your agreement with the Policies if appointed as a Trustee. The information you provide to the Nelson Public Library will be used only by authorized staff, Library Board members, and members of City Council or the RDCK Board of Directors 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.

If you choose to apply for a position on the Board, you will be invited to attend a Board meeting so we can answer your questions regarding the Library and the Board. The remaining steps of selecting and approving new Board Trustees are outlined below.

Application	Selection	Approval
1. Public call for Board nominations	1. Evaluation committee reviews current board composition to establish priorities	1. Council or RDCK approves new Trustees
2. Applicants review Board application package	2. Candidates are evaluated	2. New Trustees sign Code of Ethics and Conflict of Interest documents
3. Applicants complete and submit application form	3. References are checked; input solicited from Chief Librarian and Board Trustees	3. Orientation with Chair and Vice-Chair
4. Applicants attend a Board meeting to confirm interest and eligibility.	4. Recommendations for new Trustees sent to Council or RDCK Board.	4. Tour of library operations
		5. Complete BCLTA Trustee training

### Nelson Public Library

602 Stanley Street  
Nelson, BC  
V1L 1N4

t. 250.352.6333

f. 250.354.1799

Last name: \_\_\_\_\_ First: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Area of Residence: RDCK Area F \_\_\_ RDCK Area H \_\_\_ City of Nelson \_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Please provide two personal references who can speak to the knowledge, experience or potential you could bring to the Library Board.**

Reference 1: \_\_\_\_\_

Name	Address	Email or Phone
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Reference 2: \_\_\_\_\_

Name	Address	Email or Phone
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**Please include a resume.** Your application will be kept on file for one year from the date of the appointment, or for the term of your appointment, whichever is applicable.

**Please forward or email your completed application and a resume to:**

Tracey Therrien: ttherrien@nelson.ca  
 Nelson Public Library  
 602 Stanley St. Nelson, BC V1L 1N4

**For more information contact:**

Anni Holtby, Board Chair – 250-505-0501  
 Tracey Therrien, Chief Librarian – 250-352-8256

**Thank you for your interest in the Library Board. The Library Board Chairperson will contact you soon.**

## **TRUSTEE ROLES AND RESPONSIBILITIES**

The Board acts in a position of trust for the community and is responsible for the effective and ethical governance of the Library, and for supporting the work of the Chief Librarian. The Board sets the strategic direction for the library, and monitors progress of the Library's strategic priorities.

### **NPL Board Trustees must commit to these responsibilities:**

#### **GOVERNANCE, OVERSIGHT & PLANNING**

- Provide leadership in Board and community affairs
- Understand the Library Act of BC which governs the establishment and operations of libraries within the province, and defines the role and status of the library Board
- Oversight of financial systems
- Understand, enforce and when necessary, update the Board policies of the NPL
- Guide visioning, strategic planning and goal-setting for the Chief Librarian
- Exercise legal responsibilities as a Board member
- Evaluate performance of the Board and Chief Librarian
- Seek opportunities for continuous improvement of Board knowledge and effectiveness
- Hold fellow Board members and the Chief Librarian accountable to commitments
- Comply with library Board governance policies
- Observe parliamentary procedures in Board meetings. Board meetings are conducted using Roberts Rules of Order
- Act with integrity in all matters relating to the Library and community
- Exercise loyalty and confidentiality as a Board member and support decisions made by the Board

#### **LEARNING AND KNOWLEDGE**

- Demonstrate the knowledge, experience or potential to effectively contribute to key areas of Board involvement such as:
  - Governance and policy
  - Strategic planning
  - Finance
  - Technology
  - Infrastructure
  - Advocacy
- Interest in library services, programs, public computing technologies and collections
- Maintain awareness of issues impacting literacy, public libraries in BC, and the NPL
- Participate in Board orientation and provincial training including those offered by the BC Libraries Trustee Association.

## PERSONNEL

- Treat colleagues and library staff with respect and thoughtfulness
- Participate objectively, transparently and fairly in performance reviews of the Chief Librarian
- Seek and evaluate new candidates for Board Trustee positions when required

## PARTICIPATION

- Prepare for Board meetings in advance
- Attend regularly scheduled Board meetings
- Participate fully, question openly, deliberate thoughtfully
- Support library events (attend at least two library events per year), including fundraising through active participation
- Participate in Board workshops and strategic planning activities: approximately two to three special meetings per year.
- Allot five to six hours per month for Trustee work.

## ADVOCACY

- Secure financial resources to realize the NPL's mission and strategic plan goals, through building relationships with Council, stakeholders and the community
- Advocate for the Library in appropriate public and private contexts

## **Code of ethics and standard of conduct policy**

**This policy shall be given to all Library Board members upon commencement of the person's relationship with the Nelson Public Library.**

### **All Library Board members will:**

1. Recognize that whether or not they agree with a decision made by the Board, they must support said decision as being the considered judgment of the Board, and present a unified voice when speaking outside of Board meetings.
2. Operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
3. Have loyalty to the interests of the Nelson Public Library. This supersedes any loyalty to advocacy or interest groups.
4. Listen carefully to and respect the opinion of other Board Members and respect the decisions of the Board
5. Maintain confidentiality about all matters that are discussed and considered during in camera meetings
6. Use proper care and exercise ethical, lawful and prudent judgment in the performance of their duties
7. Recognize that all authority is vested in the Board as a whole when it meets in legal session, and not with individual Board members
8. Participate actively in Board meetings and actions
9. Call to the attention of the Board any issues that may have an effect on the Library
10. Refer complaints about the Library to the Chief Librarian for operational matters or the Board Chair for governance issues
11. Recognize that the Board's job is to ensure that the Library is well managed, not to manage the Library
12. Work together to hire the best possible person to manage the Library
13. Ensure that the Library is well maintained, financially secure, growing and always operating in the best interest of the community
14. Follow the provisions of the [Personal Information Protection Act](#) in regards to records and information owned, prepared or in possession of the Nelson Public Library.

## No Library Board member will:

1. Be critical outside Board meetings of fellow Board members or staff or of a decisions duly made by the Board
2. Use any part of the Library for personal advantage or the personal advantage of friends or relatives
3. Discuss confidential proceedings of the Board outside Board meetings, except with other members in a private setting
4. Promise prior to meetings how the member will vote on any issue in the meeting
5. Identify themselves as members of the Library Board when making public statements on personal issues that impact them as residents
6. Make public or media statements regarding the Library. If the situation warrants a statement from the Library Board, it is the responsibility of the Board Chair or designate. All other public statements should be directed to the Chief Librarian or Council, as applicable.
7. Interfere with the duties of the Chief Librarian or undermine the Chief Librarian's authority or criticize individual judgments of the performance of the Chief Librarian or staff. Board members may raise such concerns to the Personnel Committee.

The Code of Ethics and Standards of Conduct will be subject to periodic review and revision by the Board, where considered necessary or appropriate. The Board will have the authority to interpret the application of the Code of Ethics and Standards of Conduct.

**By signing below, I agree to abide by the Code of Ethics and Standards of Conduct Policy established by the Nelson Public Library.**

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Signature

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Printed Name

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Date

## **Conflict of Interest Policy**

**This policy shall be given to all Library Board members upon commencement of the person's relationship with the Nelson Public Library.**

### **Conflict of interest**

1. Conflicts of interest arise when Board members' personal interests conflict with their duties and responsibilities as Trustees. A conflict of interest can exist whether or not a pecuniary advantage exists.
2. Neither Board members nor their immediate families may be employees of the Nelson Public Library.
3. Board members are responsible for understanding and identifying potential situations in which conflicts of interest might arise. Board members have a duty to declare possible conflicts before the onset of discussion on any given issue or agenda item.
4. Board members who perceive themselves to be in a possible conflict of interest will:
  - a. Report the matter immediately to the Library Board Chair or Vice-Chair.
  - b. Excuse themselves at the onset of discussion, without comment, from not only the vote, but also the deliberation of the issue or agenda item in perceived conflict.
5. Board members may be present in such a discussion or debate to clarify information, unless an objection is made by any other Board member. Any declaration must be recorded in the minutes.
6. Full disclosure of a potential or actual conflict of interest will be made in writing to the Board of Trustees when:
  - a. A Board member is related to another Board or staff member by blood, marriage, adoption or domestic partnership.
  - b. A Board member or a Board member's family or business organization accrues a direct or indirect pecuniary or material benefit from:
    - i. A Board decision or the outcome of a Board decision
    - ii. A contract or business arrangement established by the Nelson Public Library or the Library Board of Trustees
  - c. Board member's organization receives grant funding from the Nelson Public Library
  - d. A Board member is a member of the governing body of a contributor to the Nelson Public Library.
7. This policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conflict of interest applicable to non-profit and charitable corporations.

The Board reserves the right to amend this policy as appropriate from time to time. Notice of such change will be provided to Board members. The Board will have the authority to interpret the application of the Conflict of interest.

**By signing below, I agree to abide by the Conflict of interest policy established by the Nelson Public Library.**

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**Signature**

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**Printed Name**

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**Date**

