



## Rossland Public Library Trustee Application

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### About the library

The Rossland Public Library was founded in October 1939 by the Junior Chamber of Commerce. It served the community in a storefront until moving into the basement of the Rossland Courthouse, taking over the old jail from the liquor store. In the early '80s, an old garage was renovated to become the current building. The building was renovated in 2018.

The Library is a Public Library Association. Funding comes from the municipal and provincial governments and an elected board of trustees formed from the Association operates the library. Anyone with a Rossland library card is a member of the Association.

The library serves Rossland residents, roughly 4000 people, and has annual visits of 50,000 per year. Day to day operations are taken care of by a staff of 4, who work varying amounts of part-time hours, overseen by a director. The library also hires students seasonally based on grant availability.

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### Library Act

The Rossland Public Library, along with all other public libraries in British Columbia, are governed by the BC Library Act.

It can be found here: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96264\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96264_01)

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### Board Duties

The Rossland Public Library Board meets each month, except July and August, on the second Wednesday at 4:00pm. The day and time may be adjusted to another day and time provided it suits all board members.

The Board's role is to provide oversight to management, not duplicate its functions. The board will:

- 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 Manager 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.



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## Trustee Responsibilities

Trustees normally allot 4 to 12 hours per month for Trustee work depending on projects and position on the board. Individual Trustees have no authority insofar as they form part of a board. Only the Chair speaks for the board; only the Chair give direction to the director on behalf of the board. 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 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 Trustees 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.