

Cambridge Public Library Board Trustee Position

March, 2022

Purpose, Mission, Vision, and Values

Purpose Statement

The Cambridge Public Library Board (hereinafter called the “Board”) is a corporation appointed by the City of Cambridge under and acting in accordance with the *Public Libraries Act*, Revised Statutes of Ontario, 1990 Chapter P.44 (hereinafter called the “Act”) including any amendments made to the *Act*.

The Board’s purpose is to provide the community of Cambridge with comprehensive, efficient public library and gallery services reflecting the diversity and depth of the Cambridge community.

Mission Statement

Idea Exchange supports and inspires our community in the exploration of reading, arts, innovation and learning.

Vision Statement

We will create an environment of curiosity and discovery through the exploration of the arts and new technologies. This will foster creativity, spark innovation, develop human capital, and support lifelong learning.

Values

Personalized service: *Serving people with care*

Our members are all individuals, and we want to treat them as such. We will strive to provide personal one-on-one service with courtesy, warmth and wisdom.

Respect: *Our members’ needs and rights matter*

We will respect the diverse and individual needs of our members including their rights to privacy and confidentiality.

Accessibility: *Open to everyone*

We are committed to providing core gallery and library services to every resident in Cambridge free of charge, and to providing convenient, accessible facilities, resources and services.

Intellectual Freedom: *Opening the world to our members*

We defend the right to freedom of thought, belief, opinion, choice and expression as the basis of a democratic society.

The Board's Powers and Responsibilities

The Board has the authority to act on behalf of the organization; individual Board Members have no authority to act on their own.

The Board's powers and responsibilities are as follows:

- Establish policies that govern the operations of the library and gallery
- Appoint a Chief Executive Officer (hereinafter called the "CEO") who will have general supervision over and direction of the operations of the library, gallery and staff. Evaluate the CEO's performance
- Develop, approve and monitor all short and long range plans of the library and gallery including strategies of implementation
- Monitor the finances of the library and gallery to ensure ethical and sound financial operations
- Assess relevant information regarding library and gallery service for the community
- Endorse service priorities and advocate for appropriate funding to achieve service priorities

Idea Exchange Trustees

Required Qualifications

As per the *Act*, the person appointed to the Board must be:

- A Canadian citizen or a permanent resident of Canada;

- At least 18 years old;
- A resident of Cambridge; and
- Not employed by the Board or the Municipality.

Code of Conduct

Trustees are required to comply with the *Code of Conduct For Local Boards And Advisory Committees of the City of Cambridge* and with the *Idea Exchange Code of Conduct*.

Trustee Individual Roles

Idea Exchange requires a well-rounded Board with competent, experienced trustees. The trustee's job requires the ability to work together towards a vision and to think in broad, future-oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library and gallery service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, purpose and values of the organization in mind while acting strategically.

Essential Competencies

- Conviction that the organization's commitment to intellectual freedom is essential for a democratic society and uniquely important to the life of all Cambridge residents.
- Commitment to community engagement;
- Commitment to providing a workplace that is free of harassment and violence;
- Commitment to providing a safe and healthy workplace;
- Knowledge of the community's economic and social conditions;
- Ability to seek and listen to input from all stakeholders and approach problems with an open mind;
- Ability to actively participate in discussion, listen to opposing viewpoints and make reasoned decisions in order to attain positive outcomes;
- Experience with governance and successful strategic planning;
- Leadership experience;
- Aptitude for planning and project management and organizational skills;

- Willingness to build knowledge; and
- Time and energy to devote to the work of the Board.

Time Commitment

- As per the *Act*, the Board holds a minimum of 7 regular meetings a year – usually on the fourth Wednesday of the month at 4:30pm. No meetings are held in July unless it becomes necessary for staff to seek Board approval on a time-sensitive matter. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the regular meeting time of approximately 2 hours.
- Board members represent Idea Exchange in the community and may also attend community events on behalf of the Board.
- Board members may also elect to participate on “ad hoc” committees of the Board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

As per the *Act*, trustees are not compensated for attending Board meetings or performing committee work. Board members are reimbursed for travel and other expenses incurred while conducting Board approved business.

Additional Information:

Ontario Public Libraries Act

<https://www.ontario.ca/laws/statute/90p44#BK15>

Procedural Bylaws of the Cambridge Public Library Board

<https://ideaexchange.org/policy/procedural-laws-cambridge-public-library-board>

Idea Exchange Code of Conduct

<https://ideaexchange.org/policy/code-conduct>

Intellectual Freedom Statement

<https://ideaexchange.org/policy/intellectual-freedom-statement>