

The Pas Regional Library 53 Edwards Avenue

What is the Public Library Board?

The public library board is a governance board established by the Library Act and is responsible for providing library services and programs in The Pas and the R.M. of Kelsey. Library Trustees direct the policies, goals and objectives of the library and advocate for the library in the greater community. The day-to-day operation of the library is the responsibility of the Library Administrator and staff.

How to Apply?

Interested persons are invited to submit an application and résumé to:

The Pas Regional Library
Box 4100
The Pas, MB R9A 1R2

You can also fax your application to 204-623-4594

PLEASE NOTE:

Trustees do not work in the library. These are voluntary Board positions, with no pay or allowances. Your time commitment would be ten scheduled board meetings per year and participation in library events.

Need more information?

Please contact Caitlin Henderson, Library Administrator, at 204-623-2023.

Roles and Responsibilities of a Trustee

As a Library Trustee of The Pas Regional Library, you are a citizen whom the community has "trusted" to care for its library. This appointment by the Town of The Pas or Regional Municipality of Kelsey Council implies a challenge, an obligation and an opportunity. It is through the existence of you and your Board that an interchange of ideas between the public, the government and the library staff will be ensured. Your responsibility is to represent the public interest in libraries. To see that The Pas Regional Library offers comprehensive and efficient service to the community that supports it, you act with other Board members to fulfill a variety of responsibilities as a Trustee.

Trusteeship is not an honorary position. You will be asked to give freely of your time, talents and energy. It will involve establishing effective working relationships with local government, library staff and fellow trustees. It will require becoming part of a team. The demands are high but so are the rewards, for your contribution can make a difference to library service in both our community and province.

Roles:

- Develop and approve policies for the Library in such areas as finance, human resources, governance, advocacy and programs.
- Determine the goals and objectives of the Board and the Library.
- Determine the Library's role in satisfying the needs of the community.
- Select and evaluate the Library Administrator.
- Present the Library's budget to Town and R.M. Councils.
- Cooperate and consult with other community agencies, organizations, and libraries to develop various partnerships to meet the Library's goals of providing service to the community.
- Understand and fulfill your legal responsibilities.

Responsibilities:

- Attend Board and Committee meetings with regularity and punctuality.
- **Before** the meetings, read the Board or Committee material, which has been sent out ahead of time. Take time to make note of any comments or concerns you have about matters, which will be discussed at the meeting.
- Participate in the discussions and decisions at the time they are taking place rather than waiting to state your opinions after action has been taken.
- Ask questions or request additional information about any issue you do not understand. Chances are you are not the only one who does not understand; other trustees will be

grateful to receive clarification. No Board member should vote without clearly understanding that which is being voted on.

- Abide by decisions duly made by the Board.
- Raise any library-related concerns which you have observed or which community members have brought to your attention.
- Know and understand the mission and policies of the Library Board.
- Be informed and knowledgeable about The Pas Regional Library and commit yourself to learning and to the education of other Trustees.
- Maintain an objective and unbiased approach free of conflict of interest.
- Library trustees and members of the staff are encouraged to give talks and to participate in community activities.