

**Purpose:** To provide City of Brooks Library Board with an outline of the recruitment process for trustees and general information about the composition of the Board.

**1. Recruitment**

- 1.1. The Board is responsible for recruiting potential trustees from the general public and can do so through various means i.e. advertisements.
- 1.2. Individuals interested in the position of Board trustee must fill out a City of Brooks Commissions and Boards Application Form (Attachment A) to be submitted to the Board for their recommendation to City Council.
- 1.3. Library trustees can only be appointed by City Council.
- 1.4. Applicants will receive a copy of the Library Board General Information sheet (Attachment B).
- 1.5. Board members, aside from the County of Newell Representative, should reside within the City of Brooks and the County of Newell Divisions 5 and 10.

**2. Board Membership**

- 2.1. The Board will consist of no more than ten (10) members including:
  - 2.1.1. Up to eight (8) appointed by the City of Brooks Council
  - 2.1.2. Up to two (2) members of the City of Brooks Council
  - 2.1.3. One member of the County of Newell Library Board

**3. Board Executive**

- 3.1. The Board executive will consist of:
  - 3.1.1. A chairperson

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Board Chair

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- 3.1.2. A vice-chairperson
- 3.1.3. A secretary
- 3.1.4. A treasurer

**4. Elections of Executive Positions**

- 4.1. It is the responsibility of the Board Chair to hold elections annually and/or when a position becomes vacant.
- 4.2. Board trustees interested in a vacant executive position must put their names forth to the Chair.

**5. Board Committees**

- 5.1. Ad hoc committees -The Board may appoint from its membership, or from the general public, such committees as it may from time to time feel necessary, and define by regulation the function of such committees.
- 5.2. Standing Committees -The Board will appoint from its membership, or from the general public, permanent committees specific to the areas of Finance and Human Resources, and Policy and Board Development.

**6. Remuneration**

- 6.1. The position of Board trustee is strictly voluntary.
- 6.2. Refer to Policy HR. 5 Travel Expenses for reimbursement of travel costs incurred by Board trustees when traveling on behalf of the Library.

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## Attachment B

### Brooks Public Library Board General Information

- Board meetings are held the second Monday of the month eleven months of the year (not in December).
- Board meetings are in the library board room.
- Board meetings generally last no longer than one and one-half hours.
- Each Board member sits on one of two sub-committees, which may meet monthly.
- The Board has a maximum of 10 members.
- Interested persons fill in a City of Brooks volunteer application form.
- The City of Brooks appoints members to the Board after the applications are reviewed by the Board (with the exception of the City Council representative and the County of Newell Library Board Representative).
- Board members are appointed for a term of three years.
- Appointments to the Board may be renewed for up to two additional terms.
- Once a person has been appointed to the Board, that person will meet with one or two board members to go over library information in the Board Handbook.

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