

Edmonton Public Library Board

2019-2021 Term - Recruitment Profile

2 Vacancies

Edmonton

Frequently Asked Questions:

[What is the purpose/mandate of the committee?](#)

[What is expected of me, as a member?](#)

[How much time can I expect to spend, as a member?](#)

[What does the committee do?](#)

[Do I get paid?](#)

[How long am I a member?](#)

[How do I apply to become a member of the committee?](#)

[How long does the selection \(“hiring”\) process take?](#)

[How can I tell if I am eligible to apply, or not?](#)

[What qualifications do I need to apply?](#)

[Does the committee have standing committees?](#)

[Am I expected to work on one or more of the standing committees?](#)

Eligibility ([Back to top](#))

Employees of the Edmonton Public Library and family members of employees are not eligible to serve on the Board.

Mandate ([Back to top](#))

The [Edmonton Public Library Board](#)* (EPLB) provides governance for Edmonton’s best used and most loved service. An award-winning library system, EPL continues to push the boundaries for modern library services. EPL connects Edmontonians to a lifetime of learning, engagement and possibility ensuring everyone has access to the services and resources they need to thrive.

Board responsibilities include approving and developing library governance policies, approving operating and capital budgets, and contributing to the strategic plan for innovative, effective and efficient library service delivery. In addition to governance,

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some of its primary functions are lobbying and advocacy to ensure resources are available to fulfill the mission and vision of EPL as well as the current capital campaign needs of the Milner Revitalization project.

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Standing Committees ([Back to top](#))

- Governance and Nomination
- Financial and Audit
- Human Resource and CEO Performance Management

Current Board Activities ([Back to top](#))

- Monthly board meetings and standing committee meetings
- Attending library community events

Remuneration ([Back to top](#))

- Members: \$40/meeting
- Chair: \$60/meeting

Appointment Term ([Back to top](#))

- Two-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of board members [\[City Policy C575C\]](#)*

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To Apply ([Back to top](#))

Applicants are required to complete the online Taleo application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

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Application Process Timeline [\(Back to top\)](#)

Community and Public Services Committee of Council serves as the Selection Committee for EPLB members. It is anticipated that selection processes will take place on the following (tentative) dates:

- February 3, 2019 – Posting Expires
- March 14, 2019 - Applicant Short Listing
- April 4, 2019 - Applicant Interviews
- April 16, 2019 - Appointments made by City Council

Qualifications [\(Back to top\)](#)

- Belief in the fundamental value of public libraries and commitment to Edmonton Public Library's vision and mission.
- Skills and/or knowledge in one or more areas of board governance: policy development, human resources, financial competency, risk management, legal, advocacy, fund development, public relations and communications, community leadership and capital campaigns.
- Certified Public Accountant or equivalent is required for one trustee position.
- An understanding of the Board's responsibility as a public trust, ensuring that library's strategic direction meets the needs of current and future customers.
- The ability to commit approximately 10 hours per month on:
 - Board meetings - The Board generally **meets on the 2nd Tuesday of the month**, except July and August, at MNP Tower, 10235 101 Street at 5:30 pm. From time to time, meetings are held at various branches.
 - Committee Meetings - The Standing Committees normally meet monthly, except for July and August, at MNP Tower, 10235 101 Street at 5 pm.
 - Library related events (i.e. library openings, Author/Speaker presentations).

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Expectations ([Back to top](#))

- To become aware of and be fully informed on library matters, issues and legislation.
- To advocate for library needs while also educating the community on library matters.
- To accept responsibility for library affairs and governance.
- To develop, approve, monitor, review and evaluate strategic direction, policy and bylaws.
- To review and approve both operational and capital budgets as prepared by Administration.
- To develop skills through attendance at workshops, conferences and training sessions.
- To monitor Board and Trustee effectiveness.
- To actively participate in Board and Standing Committee meetings:
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board.
- To abide by the [EPL Code of Conduct Policy B-2004](#).
- To preserve and maintain confidentiality.
- To foster positive relations among Board members, committees, staff and community.

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