

# Edmonton Public Library Board

2025-2027 Term - Recruitment Profile

2 Vacancies

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. These appointments are made through a fair, equitable and inclusive recruitment process.

## Mandate

The [Edmonton Public Library Board](#) (EPL) 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.

## Standing Committees

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

## Current Board Activities

- 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.
- Advocacy work to ensure resources are available to fulfill the mission and vision of EPL.
- Participating in monthly board meetings and on one standing committee.
- Attending library community events.

## Honoraria

- EPL Board Members receive \$40 per Board and Committee meeting
- The Board Chair and the Committee Chair receive \$60 for chairing meetings

## Appointment Term

- EPL Board Members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of six consecutive years.

- Civic agency members are evaluated on an annual basis as per EPL Trustee Evaluation processes and as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

### **To Apply**

- Applicants must complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference prior to the applicant interviews. References should be from individuals that can verify your suitability for this Board.
- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation, please contact 780-496-8178 or [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca).

### **Application Process Timeline**

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

- January 12, 2025 - Posting closes
- March 11, 2025 - Applicant Shortlisting
- April 14, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

### **Eligibility**

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

### **Qualifications**

- Belief in the fundamental value of public libraries and commitment to EPL's vision and mission.
- A commitment to upholding the Canadian Federation of Library Associations' position statements and EPL policies on Intellectual Freedom and Diversity and Inclusion.
- Strong experience with, and knowledge of, board governance along with experience and knowledge in one or more areas: policy development, human resources, financial competency, risk management, legal, advocacy, fund development, public relations and communications, information technology and community leadership.
- An understanding of the Board's responsibility as a public trust, ensuring that the library's strategic direction meets the needs of current and future customers.

## Time Commitment

- The ability to commit approximately **10 hours per month** for the following:
  - The Board generally meets approximately eight or nine times a year at 5 p.m. on the second Tuesday of the month (Board meetings are not held during the months of April, July, August and October).
  - The Standing Committees normally meet monthly, except for July and August.
- Library related events, for example library openings, author or speaker events.
- Members must have appropriate technology to participate in any virtual meetings.

## Expectations

- 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 services and initiatives.
- To accept responsibility for library governance.
- To develop, approve, monitor, review and evaluate strategic direction and policy in collaboration with the Executive Team.
- To review and approve both operational and capital budgets as prepared by the Executive Team.
- To develop skills through attendance at workshops, conferences and training sessions.
- To monitor Board and Trustee effectiveness.
- To actively participate in Board and Committee meetings:
  - To review materials and prepare for meetings, participate in discussions and decision-making, and honour 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, staff and community.

For more information, please contact the Chair, EPL Board of Trustees at [eplboardchair@epl.ca](mailto:eplboardchair@epl.ca)