



### **Is your Board fit? Some important considerations to attract and retain the best people:**

Active and effective library boards require individuals with strong commitment to organizational and community success. Attract and retain high quality people to achieve high quality results.

Before you begin recruiting consider the following:

#### **The Legal Requirements and Necessary Skills**

Outline the board membership requirements under the Public Library Act, and add the necessary passions, interests, and skills necessary to serve on the board.

#### **Additional Qualities**

Identify any specific talents or skills that would be an asset for the board or could fill a specific board need.

#### **Disqualifying Criteria**

Consider attributes and factors that would disqualify the individual from sitting on the library board.

#### **Design a Trustee Job Description:**

A written trustee's job description outlining term, meeting and time requirements - including committee work - presents a professional image and gives the recruit a document to base their response to an invitation to join the board.

#### **Avoid Conflict of Interest / Hiring the Boss**

Ensure board impartiality and objectivity by encouraging the board members to find their replacement or institute a standing board recruitment sub-committee. It's hard to evaluate the head librarian if they *"hired their boss"*.

#### **Meet and Greet**

Informally chat with the potential board member to assess their fit with the library board, and solicit your library administrator's input on the selections.

#### **Make It Legal**

Upon selecting a candidate, the board must formally request the municipality to pass a resolution to appoint the individual to the library board.

The municipality will want to send a letter to the individual confirming the appointment and indicating key library-related contacts and date of the next library meeting.

#### **Induction of the Library Board Member**

The new member needs to feel welcomed and supported. The library chairperson may want to invite the new appointee to meet the library administrator, tour the library, and provide them with a trustee's manual and orientation:

##### **Key components of a Trustees Manual**

History of the Library  
Directory of Board Members & Key Contacts  
By-laws and Policies  
Mission Statement, Visions and Values  
Committee Terms of Reference  
Confidentiality Statements  
Budget, Minutes, Reports and Audit

#### **Mentoring**

Assign a board member to act as an "interpreter or advisor" to the new member regarding the board's expectations and functioning "rituals". By mentoring the individual, the board will quickly build a productive, loyal team member.

**Make it a privilege to serve on the library board. Be choosy! Accept only the best people! Expect only the highest standards of board behaviour! Your community will take notice!**

Library Boards are strongly encouraged to participate in provincial library associations and related organizations to explore opportunities for learning, advocacy and support: the [Manitoba Library Trustee's Association](#), the [Manitoba Library Association](#) and [Volunteer Manitoba](#).



Involving community members with committee work is a great way to identify the potential of board candidates.

### Committee Work

Boards accomplish work through committees. Committee work makes individuals feel valued and productive. A valued individual will be passionate and dedicated to the organization.

Some committees to consider establishing are: board membership requirement, volunteer management, policy, program review.

Effective sub-committees require members with knowledge and skills relevant to the specific committee. Board members can be groomed to fit into committee positions.

### How to form sub-committees:

1. Identify specific needs to be addressed by a committee.
2. Identify a person from the board to chair the committee.
3. Motion to establish the committee giving the sub-committee chairperson the authority to recruit a specific number of individuals from the community at large.
4. Identify the length of term of the committee.
5. Identify reporting timelines back to the board.

**If you are interested in additional information on this topic, visit:**

[A ten step checklist for board recruitment](#)  
[Board recruitment: how to bring in the right board](#)  
[10 "Stop" Signs on the road to board recruitment](#)

**The most important learning and networking opportunity is here: [Manitoba Libraries Conference](#) – May 6-9, 2009**



**FUTURE GENERATIONS**  
EVOLVING SERVICES

Through [The Public Libraries Act](#), the role of Public Library Services Branch is to ensure that all Manitobans have access to public library services. The branch fulfills this role by administering departmental policy and provincial legislation, providing consultative support and training to libraries and boards, technical services to public libraries and circulation services from a central library.

### [Public Library Services Branch](#)

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