



## Information for Prospective SGPL Library Trustees

Thank you for your interest in joining the SGPL Board of Trustees. This information highlights the positive aspects of becoming a trustee as well provides types of activities you could be engaged in, the opportunities you would have and the expectations as a public library trustee. We hope to help you answer the question:

“Is the role of being a Spruce Grove Public Library trustee right for me?”

Trustees receive no remuneration, but the role can be very rewarding. Through your work on the board you will have the opportunity to make a major contribution to the excellence in Library Service now and into the future to meet the needs of our growing and dynamic city.

**As a trustee, you will have a chance to learn, and to apply some of the knowledge and skills that you already possess.**

Libraries are all about learning and as a trustee you will find yourself in a very rich learning environment. At a minimum, you will become better acquainted with the vast range of resources and services that are available through our library and you will become a more informed user of libraries, information and new media and gain a further understanding of the community in which we live.

The board grapples with many interesting and important issues and challenges as we seek ways to make the library an even more attractive destination, and to meet the most important range of needs within the community. The library promotes personal development by providing funding for trustees to travel to conferences and participate in workshops.

**As a trustee you will be serving the community; you will be doing something worthwhile, and you will be part of something good.**

Spruce Grove has an excellent library with a very strong administrative team and our frontline staff is widely recognized as the library’s greatest asset.

[www.sgpl.ca](http://www.sgpl.ca)

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The SGPL belongs to the Yellowhead Regional Library System which enables us to easily share resources with other libraries in this corner of the province. Libraries and systems are connected to one another through The Alberta Library, so that resources and expertise can be shared with public and post-secondary libraries all over Alberta.

The library board is a governing board, which means that the solutions the trustees arrive at in consultation with staff, are implemented without the need to gain approval from another body. Our meetings themselves are positive and productive, and we are continuously looking for ways to improve our own performance as a Board.

### **Is the Role of Trustee Right for You?**

The key qualification for a library trustee is commitment to the library. Those of us serving as trustees are convinced that the library plays an important role in “fostering life-long learning and enhancing the vitality of the community” (to quote from our vision statement).

The board sets direction and ensures that suitable policies are in place so that our library can come closer to achieving its full potential. Since we are working at the planning and policy level, the role will appeal to those who feel comfortable making a contribution in meetings.

As a trustee, these are the expectations placed upon you and a rough estimate of the time requirements for each:

- Board Meetings are currently held on the third Tuesday of each month (July, August and December meetings occur only if required). Each meeting requires a regular commitment of four to six hours per month which includes both preparation and meeting time;
- Each trustee sits on a minimum of one committee and these generally require about 5 hours per month with meeting preparation, meeting and assigned tasks;
- Professional development; each board member is expected to attend courses, conferences and workshops which on average work to be about 6 - 10 hours per year; and
- Additional related activities throughout the year that include board retreats, promoting the library in the community, board and staff functions, attend City Council Meetings and other meetings and activities that occur, with an estimated total time commitment of 20 hours;

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### **Next Step(s)**

Please advise if you wish to have your application (**attach COSG application form**) considered and placed on file; or if you wish to withdraw it. When a vacancy becomes available, a notice concerning a vacant position on the Library Board will typically appear on our website [www.sgpl.ca](http://www.sgpl.ca) and in the Spruce Grove Examiner. The Board will then review the results from both the notice and those on file to begin the process of filling the vacancy. Please don't be discouraged if you are not selected your first time around – it is often the case that many well-qualified people apply. Please apply again!

There is a great deal of valuable information available online, and you might wish to do a bit of reading and research either at home or using one of the library's computers. Our website; [www.sgpl.ca](http://www.sgpl.ca) is a good place to begin. The Alberta Library Trustees Association also has an excellent site: [www.librarytrustees.ab.ca](http://www.librarytrustees.ab.ca). We also encourage you to contact a current-serving trustee to learn more about the roles and responsibilities of a board member.

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