

Purpose: The City of Brooks Library Board acknowledges the value of an active, working library board. To that end, an outline of recruitment processes and general information about the composition of the board is provided.

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. The Board will aim to recruit members that reside within the City of Brooks and the County of Newell Divisions 5 and 10.
- 1.3. 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.
- 1.4. Trustees are appointed by City Council.
- 1.5. Applicants will receive a copy of the City of Brooks Library Board General Information sheet (Attachment B).

2. Board Membership

- 2.1. The Board will consist of no more than ten (10) members including:
 - 2.1.1. Up to nine (9) appointed by the City of Brooks Council
 - 2.1.2. Up to two (2) members of the City of Brooks Council

3. Board Executive

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

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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, Human Resources, 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 Brooks Public Library.

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Attachment B

City of Brooks Library Board General Information

- Board meetings are held the fourth Monday of the month, generally ten months of the year.
- Board meetings are held virtually or in the library.
- 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 apply using the 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.
- Board members are appointed for a term of three years.
- Appointments to the Board may be renewed to two additional terms.
- Once a person has been appointed to the Board, the BD&P Committee directs the remaining orientation process.

Approved by: _____

Board Chair

Date Approved: April 26th, 2021