



Interest in Trochu Municipal Library Board Membership

Policy Number: 2021-002

Date Authorized: October 2021

To be reviewed: October 2024

Purpose or Intent:

Trochu Municipal Library (TML) Board Members are volunteers who contribute to decision-making and management processes to deliver library services to the community of Trochu and surrounding area. The Board “has full management and control of the municipal library and, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may cooperate with other boards and libraries in the provision of those services.”¹

Background:

TML is duly constituted under Alberta’s *Libraries Act* (2000) which sets out that the membership of the board “shall consist of not fewer than 5 and not more than 10 members appointed by council”² and are generally 3-year terms.

The *Libraries Act* articulates some eligibility criteria.

Policy Statement:

1. TML invites members of the community of Trochu and surrounding area to provide a letter of interest to the Board Chair or any member of the Board to be considered for nomination to Council for appointment to a TML Board term.
2. The interested individual should be a current member of the TML.
3. The TML Board strives to engage a representative membership with diverse skill sets to enhance an active, robust Board. While all letters of interest will be reviewed and considered, the Board reserves the right to nominate any individual for Council’s appointment.
4. Interested individuals are encouraged to review the Trochu Municipal Library website.

Procedure:

1. When a vacancy on the TML Board is declared, the invitation for serving on the Board should be advertised and posted on a wide variety of sites and locations.
2. TML Board members may approach individuals who might have an interest to encourage them to submit a letter of interest.

¹ Libraries Act. (2000). Section 7.

² Accessed September 2021 at:

https://www.qp.alberta.ca/1266.cfm?page=L11.cfm&leg_type=Acts&isbncln=9780779811762.



3. Interested individuals may seek further information from the board chairperson, any board member or the librarian. Interested individuals should be encouraged to review the website.
4. Interested individuals should receive a copy of the outline for a letter of interest (outline appended).
5. Interested individuals should submit the letter of interest by:
 - giving it to the Board chairperson or any board member
 - dropping it off at the library,
 - mailing the letter to:
Box 396
Trochu AB T0M 2C0
 - emailing it to: atrlibrary@marigold.ab.ca
6. The TML Board will review the letter of interest at the next meeting. If there are any further questions, a TML Board member will contact the individual for clarification.
7. The TML Board may nominate the individual for Council to appoint to the Board.
8. The interested individual will be notified of the decision of the TML Board and of Council as soon as possible.



Outline for Trochu Municipal Library (TML) Board Member

Letter of Interest

Please provide a Letter of Interest that includes the following information:

Personal Information

Name:

Address:

Phone Number:

Email:

Background Information

1. Describe your interest in the Trochu Municipal Library.
2. Describe your experience as a volunteer board member of a committee. Please explain your most significant learning and contribution to that committee.
3. Summarize skills and qualifications that you have acquired from employment, previous volunteer work, or through activities, including hobbies or sports. Please identify specific skills/qualifications related to the roles and responsibilities of TML board member roles.
4. Describe your knowledge and understanding of the community library and how it meets the community needs.
5. Because much of the communication regarding TML Board business is done through technology, please describe your access to and comfort with the use of the internet, email and Zoom computer technology.

Please indicate that you have reviewed the information on the Trochu Library Website in your letter of interest, sign and date the letter.

The Letter of Interest can be submitted in any of the following ways:

- giving it to the Board chairperson or any board member
- dropping it off at the library,
- mailing the letter to:
Box 396
Trochu AB T0M 2C0
- emailing it to: atrlibrary@marigold.ab.ca

This personal information is being collected for activities related to applying for, processing and appointing members to the Trochu Municipal Library Board.