



March 26, 2012

Ms. Cathy Saunders
City Clerk
The Corporation of the City of London
300 Dufferin Avenue
London, Ontario N6B 1Z2
519-661-2500 x 4937

Dear Ms. Saunders:

This letter is written related to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board.

On behalf of Josh Morgan, London Public Library Board Chair, I am forwarding a letter of resignation from London Public Library Board Trustee, Jan Lubell. The resignation letter is dated March 23, 2012.

Per Mr. Morgan's direction, I am requesting that you begin the process of giving public notice of the vacancy and appointing a person to fill that vacancy and to hold office of Trustee, London Public Library Board.

Please find attached a copy of the London Public Library Board Trustee Position Description, also located on our website at http://www.londonpubliclibrary.ca/sites/default/files/2010_London%20Public%20Library%20Board%20Trustee%20Position%20Desc.pdf

Please do not hesitate to contact me should you require further information. Thanks for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Susanna Hubbard Krimmer".

Susanna Hubbard Krimmer
CEO & Chief Librarian
London Public Library
susanna.krimmer@lpl.london.on.ca
519-661-5143

Attachment

March 23, 2012

Mr. Josh Morgan, Chair
Board of Trustees, London Public Library
London, Ontario

Dear Josh:

After some thought and consideration, I have made the decision to submit my resignation as a member of the Board of Trustees, London Public Library effective immediately.

Now in my second four year term, I have very much enjoyed the opportunity to be part of the organization, particularly as a member of the Executive Committee of the Board and in 2010 as its Chair. However, it would seem that now is a good time to step aside from the ongoing commitments of the Board and to make room for another member of the community who can take part in decision-making for the future.

The London Public Library is an organization I have been proud to be associated with. It has outstanding leadership in its Board, its CEO Susanna Hubbard Krimmer and its staff in general and I have every confidence that it will continue to play a significant role in the ongoing development of our community.

Because this is a City Council appointment, I will appreciate your sharing this letter with whoever is appropriate so you can proceed to fill my place as quickly as possible. I wish the organization all the best as it moves forward into always changing times.

Sincerely,

Jan Lubell

Cc: Susanna Hubbard Krimmer



London Public Library Board Trustee Position Description

March 26, 2012

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its **Vision, Mission** and **Value Promise** to the community.

Responsibilities

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act; and
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library.

The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

London Public Library Trustees

Values

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the ***London Public Library Workplace Harrassment Prevention Policy***, which states at London Public Library believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, London Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

The person appointed to the Library Board must be

- a Canadian citizen;
- at least 18 years old;
- a resident of London; and
- not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

The essential core competencies and qualifications for a London Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

Time Commitment

The Library Board holds 10 regular monthly meetings a year. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

On occasion, Board members are also required to participate in public participation meetings designed to seek public input on key library matters.

Board members are expected to represent the library on external/bodies and committees such as the Ontario Library Boards' Association, Southern Ontario Library Service, etc. Time commitments vary according to the committee.

Board members may also elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

Library Board Members are not compensated for time required to participate in the above activities.

Additional Information

About London Public Library and about the Library Board (e.g. policies, reports, meeting agendas and minutes:

<http://www.londonpubliclibrary.ca/>

About the roles and accountabilities of Public Library Boards:
Ontario Library Boards' Association, Leadership by Design (Much of the above content as adapted from the OLBA 2007 publication ***Cut to the Chase***)

<http://www.accessola.com/olba/bins/index.asp>

About the roles and accountabilities of Public Library Trustees:

Ontario Library Boards' Association, Leadership by Design

<http://www.accessola.com/olba/bins/index.asp>

Southern Ontario Library Service, Trustee Tips

<http://www.sols.org/publications/trusteetips/index.htm>