



June 5, 2017

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 Scott Courtice, London Public Library Board Chair, I am attaching a letter of resignation from London Public Library Board Trustee, Hannah Rasmussen. The resignation letter is dated May 3, 2017 and is effective June 1, 2017.

Per Mr. Courtice'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 (revised) London Public Library Board Trustee Position Description, also located on our website at <http://www.londonpubliclibrary.ca/sites/default/files/u3/aboutmylibrary/board/2008%20August%20London%20Public%20Library%20Board%20Trustee%20Position%20Desc.pdf>  
As well, I have attached some additional information that our Board Chair has asked to be included in the Board appointment posting.

LPL would greatly benefit from a candidate who would help us increase the diversity of the Board, reflecting the diverse community we serve.

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

Sincerely,

A handwritten signature in black ink that reads "Susanna Hubbard Krimmer". The signature is written in a cursive style with a large initial 'S'.

Susanna Hubbard Krimmer  
CEO & Chief Librarian  
London Public Library  
[susanna.krimmer@lpl.london.on.ca](mailto:susanna.krimmer@lpl.london.on.ca)  
519-661-5143

att/

Additional information to be added:

LPL PURPOSE STATEMENT - London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

Information about the Library, its strategic plan <http://www.londonpubliclibrary.ca/page/your-plan> and board policies <http://www.londonpubliclibrary.ca/about-my-library/policies> and reports <http://www.londonpubliclibrary.ca/about-my-library/board-and-administration/reports-minutes-and-agenda/reports-minutes-and-agendas> are available on the Library's website.

May 3, 2017

Dear Susanna and Scott:

I would like to inform you that I am resigning from my board position at the London Public Library, effective June 1, 2017 due to a move to Ottawa.

I have really enjoyed being a part of the board for the London Public Library and appreciate the support provided me during my time.

If I can be of any help during this transition, please let me know.

Sincerely,

Hannah Rasmussen



## London Public Library Board Trustee Position Description

June 5, 2017

### Library Purpose Statement

London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

### 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 Purpose and community and corporate values.

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;
- 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; and

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 policies, which state that 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:

- Passion for building a better community and a commitment to the purpose and values of the Library;
- Leadership qualities and experience;
- Financial literacy;
- Commitment to holding themselves and others accountable;
- 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 to devote to the work of the Board.

## **Time Commitment**

The Library Board holds 10 regular monthly meetings a year: January – June and September – December inclusive. 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 to participate in public participation meetings designed to seek public input on key library matters.

Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.

Board members are expected to represent the Library on committees such as the Historic Sites Committee of the Board, Friends of the London Public Library, 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 and Trustees:

Ontario Library Boards' Association (OLBA), Leadership by Design

<http://learnhq.ca/elm/One.aspx?objectId=4535685&contextId=3122765&catalogId=3125109&categoryId=4535677>

OLBA 2007 publication Cut to the Chase, Ontario public library governance at-a-glance)

[http://accessola.com/olba/pdf/cut\\_to\\_the\\_chase.pdf](http://accessola.com/olba/pdf/cut_to_the_chase.pdf)