



**Nan Boothby Memorial Library**  
 405 Railway Street West  
 Cochrane, Alberta T4C 2E2  
 cochranepubliclibrary.ca



# Cochrane Library Board Application Form

*Thank you for your interest in the Cochrane Library Board. Please take a moment to fill out this application form and we will get back to you as soon as possible. Be sure to place your signature and date at the bottom of page 2.*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Relevant experience and/or Employment (please attach a resume)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why are you interested in servicing our library as a Board trustee?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list the area(s) of expertise/contribution you feel you can make.

\_\_\_\_\_  
 \_\_\_\_\_

Please list other current and past volunteer commitments.

\_\_\_\_\_  
 \_\_\_\_\_

- Nominee has had a personal meeting with either the chief executive, board chair, or other board member. Date \_\_\_\_\_
- Nominee reviewed by the committee. Date \_\_\_\_\_
- Nominee attended a board meeting. Date \_\_\_\_\_
- Nominee interviewed by the board. Date \_\_\_\_\_
- Action taken by the board \_\_\_\_\_

# The Cochrane Library Trustee



The Cochrane Library Board strives to meet those guidelines and standards set forth by the professional library associations that the Library has active membership in. Please read the following guidelines from the Alberta Library Trustees Association Handbook and then, if you are in agreement with these statements, please sign your name in the space provided at the bottom of this page. (Please note: only those applications that are signed will be considered for membership as a Cochrane Library Board trustee).

## Introduction

By agreeing to become a public library trustee, you have consented to undertake several legal and moral obligations. The moral obligations include a belief in the importance and value of libraries, and a desire to contribute to their growth and development. The legal obligations are more complex.

## The Public Trust

As a library trustee, you are trusted by your community to be responsible for your library. You represent the public interest of this and future generations in the management of that library and the services it provides. You are a creator of policy, employer of personnel, controller of finances and advocate of libraries.

You are expected to take the same care in managing the library's affairs as you would your own. You must not manipulate the library's affairs to your own advantage, and you may not agree in advance to turn a decision in a particular direction. If you are negligent or in breach of your duty as a trustee or knowingly collaborate on a breach committed by another trustee, you are liable for any loss sustained by the library as a result.

## Responsibilities of Trustees

By consenting to serve as a trustee, you are participating in the responsibilities of the board and may agree to do the following:

- Believe in and support the mission of your library.
- Be aware of your legal responsibilities as a trustee.
- Contribute knowledge or expertise in a major management area: financial personnel, program, policy or advocacy.
- Be aware of issues affecting your library.
- Handle board business effectively and fairly.
- Participate in development framework, governance and operational policies.
- Help to develop goals and objectives congruent with the library's mission, designed to carry out board policies.
- Regularly evaluate and review policies, goals and objectives and amend as required.
- Help to secure adequate funds from government and alternate sources to carry out the goals and objectives.
- Participate in the financial management of the library.
- Develop awareness of the difference between board and staff roles.
- Participate in lobbying all levels of government for positive action for libraries.
- Increase your own and other trustees knowledge of library matters through discussion, ongoing orientation and attendance at workshops and conferences.
- Sit on at least one board committee.
- Participate in the organization and implementation of marketing plans and activities.
- Assist in the formation of partnerships with other community organizations.
- Comply with the *Alberta Libraries Act and Regulation*.
- Embrace the Alberta Library Trustees Association Code of Ethics and Canadian Library Associations Statement of Intellectual Freedom.

It is vital to remember that, as a trustee, you will always be perceived as representing the library in your community. Even though you may personally disagree with a board decision and are free to debate it during board meetings, you must endorse it in public.

Signature

Date



Canadian Library Association

ALA American Library Association

ALBERTA LIBRARY TRUSTEES ASSOCIATION