Position: Meaford Public Library Board

Number of Positions Available: 5

Application Due Date: Friday, November 27, 2026, at 4:00 p.m.

Position Summary

The Meaford Public Library Board sets policies that guide the administration of the library and ensure that library services reflect the community's needs and builds community capacity. Library Board Trustees align themselves with the vision and mission of the Meaford Public Library Strategic Plan 2022+.

Our vision

Your welcoming and inspirational destination for knowledge and learning.

Our mission

Bringing service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.

Requirements

1. Must be a Canadian citizen, at least 18 years of age.
2. Must be an eligible elector of the Municipality of Meaford.
3. Must not be employed by the library board or the Municipality of Meaford.

Board Duties

General Boards Duties

The library board establishes policies under the authority of the Ontario Public Libraries Act, R.S.O. 1990, c.P.44, and appoints the chief executive officer who administers the library under the guidance of those policies.

Specific Board Duties

1. Employ a competent and qualified chief executive officer.
2. Determine the goals of the library and secure adequate funding to fulfill these goals.
3. Understand the library's programs and needs of the community in relation to the library. Keep informed of library standards and trends.

4. Establish, support and participate in planned public relations programs.
5. Collaborate with the CEO to prepare a library budget adequate to meet the library's goals and objectives and present the budget to the municipal council.
6. Be aware of local, provincial and federal laws which affect the library and play an active role in initiating and supporting beneficial library legislation.
7. Attend all board meetings, committee meetings as assigned. Attend outside meetings and workshops for trustees.
8. Maintain accurate public records concerning finances, property, and annual reports are on file at the library and with appropriate local, provincial, or national bodies.
9. Be prepared to interact with provincial library agencies.
10. Report regularly to governing officials and the general public.

Desirable Qualifications

1. Belief that the public Library provides a unique and essential service to all.
2. Ability to seek and listen to input from all stakeholders.
3. Ability to approach people and problems with an open mind.
4. Ability to actively participate in discussion and deliberation and to attain positive outcomes.
5. Knowledge of the community's social and economic conditions.
6. Aptitude for short- and long-range visionary planning, organizational abilities, creativity, and good communication skills.

Relevant Skills and Experience

1. Previous experience serving on volunteer boards or advisory committees.
2. Demonstrated leadership abilities.
3. A wide range of vocational background would be helpful. Experience and knowledge in the fields of finance, law and fundraising are an asset.

Term of Office

Board members are appointed for a four-year term corresponding to the Term of Council and will remain in office until new Board members have been appointed by Council.

Remuneration

None, allowable expenses only.

Applicant Information

Interested applicants are encouraged to submit an application form by **4:00 p.m. on Friday, November 27, 2026**.

By email: dbruce@meaford.ca

By mail or in person:
Municipality of Meaford
Attn: Derek Bruce, Legislative Services Coordinator
21 Trowbridge St. W.
Meaford, ON N4L 1A1