

Town of Beaverlodge Library Board Policies

Policy Name	Board Governance and Trustee Role Descriptions
Policy Number	19
Legislative Authority	The <i>Libraries Act</i> Chapter L-11, Parts 1 & 5 The <i>Libraries Regulation</i> Town of Beaverlodge Bylaw 965
Other Authorities/Resources	Library Board Basics, A Handbook for Library Trustees and Managers, by the Public Library Services Branch, Alberta Municipal Affairs Alberta Library Trustees' Association Handbook

Purpose To enable Trustees to fulfill their responsibilities as Trustees of a governing board, not an advisory board, by indicating their roles and responsibilities.

Definitions Library means Beaverlodge Public Library

Library Board means Town of Beaverlodge Library Board

Library Board Member or Library Trustee means a person appointed to the Town of Beaverlodge Library Board.

Council means Town of Beaverlodge Municipal Council

Policy

1. Legal Authority

- 1.1 The Library Board is an autonomous legal entity, operating as a corporation under the authority of the Alberta *Libraries Act* and the accompanying *Libraries Regulation*.
- 1.2 The Library Board is established by the Town of Beaverlodge Council passing a bylaw under the authority of the *Libraries Act*. (See Town of Beaverlodge Library Bylaws in Appendix A)
- 1.3 Town of Beaverlodge Council appoints all Library Board Trustees for a term of up to three years, and may reappoint Trustees in accordance with *The Libraries Act*.

2. The Library Board is responsible for:

- 2.1 The full management and control of the library
- 2.2 Creating and maintaining bylaws and policies that adhere to the Libraries' Act and Regulations, to enable delivery of Library programs and services
- 2.3 The identity, continuity, and progress of the library through periods of changing staff and conditions
- 2.4 Organizing, promoting and maintaining comprehensive and efficient Library services
- 2.5 Establishing the purpose of the Library and ensuring implementation and submission of the Plan of Service that is developed every 5 years or less and includes:
 - a. Vision, Mission and Values Statements

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- b. Beaverlodge Public Library Profile
- c. The Strategic Planning Process including a community needs assessment
- d. The Priority Areas of Service including goals, strategies and targets
- 2.6 Providing continuity in the Library through bylaws, policy, records, and reports of Board activity
- 2.7 Securing Library funding, including requesting municipal appropriation and applying for provincial grants
- 2.8 Providing the space and staff required for public library service delivery
- 2.9 Keeping financial records and bank accounts
- 2.10 Preparing and managing the library budget and arranging regular review of financial records and an annual audit
- 2.11 Ensuring Trustees' positions are volunteer and no honoraria is paid
- 2.12 Creating and confirming the Library's identity in the community through advocacy and lobbying
- 2.13 Hiring, monitoring, and evaluating the Library Manager position

3. Library Board Code of Ethics

Library Boards exist to develop, promote, and monitor library services as a public trust. To this end, library trustees need to be committed to the following:

- 3.1 Believing and supporting the Mission and Vision of the Library:
 - Mission: To ensure the provision of comprehensive and efficient library services to the residents of Beaverlodge and area.
 - Vision: The Beaverlodge Public Library is a welcoming and safe gathering place where people and ideas can connect, inspire, create, and learn.
- 3.2 Trustees must observe ethical standards with truth, integrity, and honour by:
 - a. Avoiding situations where personal advantage or financial benefits may be gained at the expense of other library users
 - b. Distinguishing between their personal views and those of the institution by respecting the position of the Library Board, even though they may disagree
 - c. Respecting the confidential nature of library records, within the framework which allows for the monitoring of resource usage and the need for public accounting
- 3.3 Trustees must support intellectual freedom in the selection of library material.
- 3.4 The Duties and Responsibilities of a Library Board Trustee are outlined in Appendix B.

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- 4. The Library Board Executive** is comprised of four positions: Chair, Vice Chair, Secretary and Treasurer.

4.1 The Library Board Chair:

- a. Provides leadership to the Board
- b. Sets the tone and climate for Board activity
- c. Ensures the Board meets requirements of trusteeship
- d. Determines the need for meetings, sets the agenda with the Library Manager, and chairs meetings according to procedures accepted by the Library Board (See Library Board Meeting Rules in Appendix C)
- e. Pursues own knowledge of Library Board and Chair responsibilities, appropriate legislation, bylaws, policies, and rules of order through ongoing development and educational opportunities
- f. Facilitates the contribution of all trustees to Library Board business
- g. Ensures the Plan of Service is followed and adheres to legislation, bylaws, and policy
- h. May have signing authority for Library accounts
- i. Ensures decisions of the Library Board are implemented
- j. Ensures committee Chairs are in place, when required
- k. Is a member of at least one Library Board committee, preferably the Personnel and/or the Finance committee

4.2 The Library Board Vice Chair:

- a. Assumes duties of the Chair in the absence of the Chair
- b. May have signing authority for Library accounts
- c. Reviews the Board Manual with new Trustees
- d. Is a member of at least one Library Board committee

4.3 The Library Board Secretary:

- a. Records minutes of Library Board meetings and provides copies to the Chair and Library Manager for review, within four weeks of meeting
 - b. Ensures a paper file of original minutes, copies of reports, and correspondence, etc. is maintained at the Library
 - c. Handles Library correspondence as directed by the Library Board
 - d. May have signing authority for Library accounts
 - e. Acts as Chair if both Chair and Vice-Chair are absent
- The Library Board may choose to have a non-trustee recording secretary who may be staff or a volunteer; if staff, duties must be in job description and time is paid.

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4.4 The Library Board Treasurer:

- a. Ensures bookkeeping/accounting procedures are in accordance with the Library Board Finances Policy 03
- b. Becomes familiar with current Library accounting practice and applicable legislation
- c. Reviews in detail with the Library Manager the monthly financial summary and status report, and identifies any points of interest or concerns prior to each Library Board meeting
- d. Works with the Budget committee and/or Library Manager to draft an annual budget for adoption by the Library Board
- d. May have signing authority for Library accounts
- e. Presents the Library Board's budget and estimate of funds to Council with the Library Manager
- f. Contributes to the development of the Library Board Financial Policy 03
- g. Takes advantage of training opportunities to enhance own knowledge of library financial management and funding sources

5. Library Board Committees

Committee meetings are held as required to complete Library Board related duties and responsibilities.

5.1 Finance Committee

The purpose of this committee is to support the Library Board Treasurer and Library Manager in their designated financial responsibilities. The Treasurer is the Chair of this committee.

5.2 Policy & Bylaw Committee

The purpose of this committee is to research, review, develop, revise and propose policies and bylaws as required by legislation and local needs. The committee selects a Chair.

5.3 Advocacy Committee

The purpose of this committee is to promote community and Council awareness of the Beaverlodge Public Library programs and services by:

- a. cooperating/developing partnerships with other groups and organizations in the community on projects of joint interest
- b. participating in issue clarification and resolution
- c. developing marketing and promotional strategies, and assisting the Library Manager to implement these as requested

The committee selects a chair.

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5.4 Personnel Committee (See Library Board Personnel Administration Policy 04)

The purpose of this committee is to ensure all personnel matters for the Library Manager, staff and volunteers are completed according to the Library Board Personnel Administration Policy. The Personnel Committee is made up of two or three Library Board members with at least one being on the executive of the Library Board. The committee selects a chair.

- a. When a pending Library Manager vacancy occurs this committee is responsible for:
 - preparing and posting the position job description
 - reviewing the applications and selecting the candidates for interviews
 - Interviewing the candidates by a panel made up of two Personnel Committee members and the Town of Beaverlodge Chief Administration Officer
 - Recommending their selected candidate to the Library Board for hire
 - Setting the length of probation, often 90 days but up to a maximum of six months, to determine the mutual compatibility of the employee and the Library Board.
 - Preparing and sending a written offer letter to the successful candidate.
 - Ensuring the new Library Manager signs the offer letter and returns it to the designated Trustee.

- b. This committee is responsible for conducting a written employee performance appraisal prior to the completion of the probationary period, and recommending to the Library Board either:
 - offering the full time position as Library Manager,
 - extending the probationary period (to a maximum of six months),
or
 - terminating employment.

- c. This committee's ongoing responsibilities are:
 - to meet regularly with the Library Manager, and to conduct a written performance appraisal with the Library Manager prior to the end of the first anniversary of employment (one year from their start date), and at least annually thereafter.
 - to inform the Town of Beaverlodge Chief Administration Officer of any salary increments

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- to ensure all correspondence with the Library Manager is filed in the employee's personnel folder
- to ensure the Library Manager's Personnel records are filed securely in the Town of Beaverlodge administrative office.

Effective Date:	2014		
Reviewed and Revised Effective Date:	January 16, 2019	Chairperson's Signature	Chairperson's Name Dave McGregor
Review Due Date:	January 2021		

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Appendix A

Town of Beaverlodge Library Bylaws

BYLAW NUMBER 965

**BEING A BYLAW OF THE TOWN OF BEAVERLODGE
WITH RESPECT TO THE TOWN OF BEAVERLODGE
LIBRARY BOARD**

WHEREAS, pursuant to section 3 of the *Libraries Act*, RSA 2000, c. L-11, Council may pass a bylaw providing for a municipal library board;

AND WHEREAS the said Act governs the provision of library services within a municipality;

AND WHEREAS the Town of Beaverlodge understands that the Town of Beaverlodge Library Board will operate under the provisions in the *Libraries Act*;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BEAVERLODGE ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited as the "Town of Beaverlodge Library Board Bylaw".

INTERPRETATION AND APPLICATION

2. In this Bylaw:
 - (a) "Act" means the *Libraries Act*, RSA 2000, c. L-11;
 - (b) "Board" means the Town of Beaverlodge Library Board;
 - (c) "CAO" means the chief administrative officer, as appointed by Council pursuant to section 205 of the *Municipal Government Act*, RSA 2000, c. M-26;
 - (d) "Council" means the municipal council of The Town of Beaverlodge.

THE TOWN OF BEAVERLODGE LIBRARY BOARD

3. The Town of Beaverlodge Library Board is hereby established as the municipal library board for the Town of Beaverlodge pursuant to subsection 3(2) of the *Act*. The Board so established is a continuation of the Board deemed to be continued by subsection 3(5) of the *Act*.

DUTIES

4. In accordance with the *Act*, the Board, subject to any enactment that limits its authority, has full management and control of the Town of Beaverlodge Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the Town of Beaverlodge and may cooperate with other boards and libraries in the provision of those services.

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STRUCTURE

5. (a) Trustees of the Board will be appointed in accordance with Council policies and procedures;
- (b) The Board shall consist of eight trustees appointed by Council;
- (c) Vacancies on the Board caused by retirement or resignation of a Trustee of the Board may be filled by resolution of Council for the balance of that Trustee's term only and the Board may continue to operate and conduct business until vacancies are filled provided that quorum requirements are met.

PROCEDURES

6. The Board may, by resolution, establish and amend from time to time such procedures required by law, including for meetings, the election of Board Officers, committee structure, the creation and retention of minutes of meetings, the establishment and amendment of Board Bylaws and Policies, and rules of order.

AUDITOR

7. (a) The Board's financial accounts and processes will be audited annually by an independent external auditor as appointed by Council;
- (b) The results and recommendations of the financial audit will be presented to the Board, for review. The audited financial statements will be submitted to Council and to all other authorities as required by law.

COMING INTO FORCE

9. This Bylaw comes into force on the day it is signed.

READ A FIRST TIME THIS 17th DAY OF July, 2017. READ A

SECOND TIME THIS 17th DAY OF July, 2017. READ A THIRD

TIME THIS 1th DAY OF July, 2017.



MAYOR



CAO

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Appendix B

Duties and Responsibilities of a Library Board Trustee

1. Contributing knowledge, experience, or expertise in major governance areas such as finance, personnel, program, policy, or advocacy
2. Complying with the Alberta *Libraries Act* and *Libraries Regulations*, Town of Beaverlodge Library Bylaws, and the Library Board Bylaws and Policies.
3. Handling Library Board business effectively, respectfully and fairly
4. Maintaining an active Library membership
5. Participating in the development of framework, governance, and operation policies
6. Helping to develop goals and objectives congruent with the Library's Mission and Vision
7. Regularly evaluating and reviewing the Library bylaws, policies, and goals and objectives, and amending as required
8. Ensuring adequate funds from government and other sources to carry out the Library goals and objectives
9. Serving on at least one Library Board committee
10. Being responsible for the financial management of the Library
11. Ensuring own awareness of the differences between the Library Board and Staff roles
12. Increasing own knowledge of library matters and issues through discussion, ongoing orientation, and attendance at workshops and conferences
13. Taking responsibility for own development through continuing education opportunities. Trustees are encouraged to attend relevant workshops sponsored by the Peace Library System, the Alberta Library Trustees' Association and Public Libraries Services Branch, Municipal Affairs. Trustees may also have opportunities to participate in provincial and national library organizations.
14. Participating in the planning and implementation of marketing and fundraising activities
15. Advocating to governing leaders, civic officials, funding bodies and the general public to increase awareness of the Library's objectives and services.
16. Assisting in the formation of partnerships with other community organizations
17. Embracing the Alberta Library Trustees' Association Code of Ethics and the Canadian Association Statement of Intellectual Freedom (See Library Board Policy Intellectual Freedom 16)

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Appendix C

Town of Beaverlodge Library Board Meeting Rules

Legislative Requirements:

- a. A Board member missing 3 consecutive meetings without authorization by Board resolution is deemed to have resigned. (Libraries Act s31)
- b. The Board elects its own Chair and any other officers it needs. (Libraries Act s32)
- c. The Board meets at least once every four months, and at any other times it considers to be necessary. (Library Act s33(1))
- d. The Board keeps a record of meeting minutes, resolutions and bylaws, signed by the Chair or acting Chair. (Libraries Act s34)
- e. A quorum is the minimum number of members who must be present for decisions to be made at a meeting. The quorum for library boards must be at least 50% of its membership. (Interpretation Act 17(2)(a))

Rules Outlined by the Public Libraries Services Branch, Municipal Affairs, Alberta Government and the Alberta Trustees Association or based on the Legislative Requirements:

- a. The Library Board will hold annual elections for Board positions at the November meeting, with the effective date being the following January. In addition, when elections are required at other times, they are held at a Library Board meeting with the Position effective date specified by motion at the meeting.
- b. The Library Board's scheduled meetings are held in January, March, May, September and November.
- c. Library Board meetings must be publicized: meeting dates will be posted on the Beaverlodge Public Library web site and social media site(s).
- d. The Library Board Chair or Library Manager will distribute the agenda and handouts by email generally a week before the meeting, with the expectation that Library Board members review the information prior to the meeting.
- e. A Library Board member must inform the Chair in advance if unable to attend the meeting.
- f. The Library Board Members bring required materials to meetings
- g. Special meetings of the Library Board may be called at any time by the Chair or by at least 2 Library Board Trustees
- h. The Library Board can conduct business only at a scheduled Library Board meeting.
- i. Emergency decisions and actions may be undertaken but they must be immediately communicated by email to all Library Board members and then ratified at the next meeting.
- j. The Chair starts the meeting stating "The meeting will come to order".

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- k. Library Board Members request to make a motion when an action or decision is required by stating "I move that the Board [takes an action, makes a decision etc.]
- l. Only one motion can be active at a time. It can be voted on and approved, rejected or tabled to be discussed later.
- m. It is not necessary to second motions.
- n. The Chair can speak in discussions, make motions and vote.
- o. Information items do not need motions.
- p. The Chair summarizes and brings closure to discussion, without introducing personal opinions and biases.
- q. The Chair makes a motion to close the meeting.
- r. Committees should be formed when an issue needs to be worked through. The committee must report back to the Library Board for decision making and action.
- s. If meetings are too lengthy times may be assigned to agenda items and a time-keeper designated.
- t. The Chair ensures proper records are kept, and signs adopted minutes of meetings.

Trustees' Code of Conduct at Library Board Meetings

1. Library Trustees manage multiple roles in their lives (parents, business owners, municipal councillors, etc.). While in the role of a Library Trustee, the Trustee must:
 - a. Abide by the Library Board Trustee Code of Ethics, and Duties and Responsibilities.
 - b. Keep socializing discussions very short but preferably wait until after the meeting is closed.
 - c. Let each Trustee speak and contribute to the discussions.
 - d. Bring their Library Board Manual to meetings, keep it current, and at the end of their term return the Board Manual to the Library Board or Library Manager.
 - e. Abide by the above Library Board Meeting Rules.
2. Successful Library Boards speak with one voice:
 - a. Decisions are voted on in meetings and the majority rules.
 - b. Issues are debated before the vote, not after.
 - c. If a Trustee disagrees with a decision they must not speak against the decision in public. Their options include:
 - Asking for the vote to be recorded
 - Bringing up the issue at a later Library Board meeting
 - Resigning if they cannot accept the decision.