

TRUSTEE POLICIES

CODE OF ETHICS

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

1. The primary goal of public library trustees is to ensure that the public has access to the highest quality of library services possible.
2. Trustees should ensure that each person has access to the most complete library service possible compatible with equal service for others. Where limitations in service are unavoidable, any inherent inequality of service should favor those residents least able to obtain alternate service.
3. Library trustees should observe ethical standards with truth, integrity and honor.
 - a) Library trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
 - b) Trustees should distinguish between their personal views and those of the institution by respecting the position of the boards, even though they may disagree.
 - c) Trustees should respect the confidential nature of library records within the framework, which allows for the monitoring of material usage and the need for public accounting.
4. Trustees should respect the established structure of the library.
 - a) Trustees should attempt to work harmoniously with the board and ultimately accept its will.
 - b) Trustees should limit their trusteeship role to policy governance and advocacy.
5. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
6. Trustees should support intellectual freedom in the selection of library material.

(Taken from ALTA Handbook, April 1994.)

BOARD OF TRUSTEES MEMBERSHIP

1. Membership will be established in accordance with The Alberta Libraries Act, L-11 2006 and the Library Regulation AR 141-98, 2007.
2. Board Members will be active members of the Boyle Public Library.
3. The Board executive consists of Chairman, Vice Chairman and Secretary.

BOARD OF TRUSTEES MEETINGS

1. The Boyle Public Library will meet regularly (except July) on the 3rd Thursday of each month, with special meetings being called as required.
2. 1/2 of the total board members plus 1 shall constitute a quorum at all the meetings.
3. Regular meeting dates and times will be scheduled at the end of each board meeting.
4. Board members who miss (3) consecutive meetings without a valid reason are automatically removed from the board.

BOARD OF TRUSTEES ROLES AND ACTIONS

1. To provide direction for the library so that it will progressively meet the needs of the community, trustees will -
 - a) attend regular board meetings as set out in by-laws.
 - b) set the library hours according to needs of the community. (See appendix B).
 - c) provide direction in library purchasing, in accordance with policies and budget constrictions.
 - d) share, discuss and finalize committee projects with the entire board.
 - e) develop a 5 year plan every 5th year.
 - f) review Plan of Action yearly (See appendix C).
 - g) prepare a Needs Assessment Survey every three years, and evaluate the results, to help shape the future plans.

2. To access the funding needs to meet the financial requirements of the library operation, in accordance with the budget, Trustees will -
 - a) ensure that Alberta Community Development grant forms are submitted on time.
 - b) find and make use of other grants, which may be available.
 - c) organize and conduct fund raising events. (See appendix D)
 - d) provide a trustee to represent Boyle Public Library on the County Library Board to ensure a County grant.
 - e) submit a budget each year to Village of Boyle Council, with a request for municipal funding, and a copy of approved Budget to the County Library Board.
 - f) ensure an honorarium is paid to the Treasurer.

3. To be cognizant to the terms of the "Library Act" and to be aware of the amendments made to the act that will alter the library operations, Trustees will -
 - a) access copies of the Library Act, and review annually. (See appendix C)
 - b) provide each new Board Member with an information binder containing:
 - Library Act
 - Trustees Manual
 - Boyle Public Library's Policy
 - By-laws
 - Plan of Action
 - Minutes and financial statements of 6 previous board meetings
 - Board Members Roster
 - Fact Sheet
 - c) provide opportunities for trustees to upgrade their knowledge through workshops and conventions each year, within budget limitations.
 - d) read current A.L.T.A. publications and Library services bulletins.
 - f) ensure Library maintains yearly membership with A.L.T.A.

4. To set out policies and by-laws, to govern library operations, Trustees will -
 - a) review it's policies and by-laws yearly, and make changes to keep current. (See Appendix C)
Forward revised copies to appropriate agencies.
 - b) access copies of the Library Act and publications for trustees annually.

5. To hire a head librarian with adequate qualifications (See Appendix E), that will operate the library within the guidelines of the policies and by-laws set by the Board, Trustees will:
 - a) advertise position in local newspapers, requesting the applicants provide resumes and references. Provide applicants with copy of job description and set up interviews. (See Appendix E)

b) set wages for the head librarian and the assistant librarian, reviewing them annually. At this time, the librarian will indicate desired wage raises for staff.

6. To ensure that as adequate number of trustees are appointed to the board at all times, Trustees will:

- a) recruit new board members as required and submit these names to Village Council for appointment for a (3) year term (See Appendix G, Sample Trustee Job Description).
- b) conduct a yearly self-evaluation (See Appendix F).

REMUNERATION TO TRUSTEES

1. Conference / Inservice Fees

All or part of conference or inservice fees will be paid as per Financial Policy.

2. Mileage

Mileage expenses will be paid as per Financial Policy. (See Appendix H for Remuneration Rates and Forms).

3. Honoraria

Trustees take their positions as volunteers and no honoraria will be paid.

4. Reimbursement Form will be required for collection of monies.

ANNUAL GENERAL MEETING

The Board will hold an Annual General Meeting yearly within 3 months of the end of the fiscal year. Items of business include:

- Election of Officers
- Appointment of Fund-raising Coordinators (See Appendix D)
- Discussion of 1 year plan and Plan of Action.

COMMITTEES

Ad hoc committees will be formed as needed to deal with specific issues.

PERSONNEL MACRO-POLICY

Recognizing that the achievement of organizational goals is dependent on human talents, initiative, and creativity, the Boyle Public Library Board shall adopt policies which promote effective recruitment, development and retention of employees and Board Members.

The Library Board shall endeavor to provide:

- a) a climate and structure in which both personal and organizational objectives may be achieved;
- b) an atmosphere of honesty, openness and fairness;
- c) a working environment which fosters initiative, innovation and risk-taking;
- d) a management style which respects the individual and engages individuals in teamwork and collaboration.