

TOWN OF GIBBONS LIBRARY BOARD POLICIES

Herein, The Town of Gibbons Library Board shall be referred to as the Board, the Gibbons Public Library shall be referred to as the Library, and the Town of Gibbons shall be referred to as the Town.

Revised: September 2017

1. THE BOARD

1.1. Board Policies and Responsibilities

Created 03/06

Revised 02/17

Reviewed: 02/21

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

- The Board shall consist of no fewer than 5 and no more than 10 members appointed by Town Council.
- No more than 2 members of the Gibbons Town Council shall serve as a member of the Board.
- A person who is an employee of the Library is not eligible to be a Member of the Board.
- The November Board meeting shall be the Annual Organizational Meeting. At this meeting, the Board shall hold elections and establish a policy schedule for the upcoming year.
- The Board shall, at its Annual Organizational meeting, elect a Chairperson, a Vice Chairperson, and a Secretary.
- Any vacancy arising from any cause shall be filled by the Gibbons Town Council as soon as reasonably possible. Available positions on the Board will be advertised to the public. All appointments shall be in accordance with the Libraries Act.
- The appointments of the members of the Board shall be made on the date fixed by the Gibbons Town Council.
- A member of the Board may resign at any time by submitting a letter of resignation.
- A person is disqualified from remaining a member of the Board if he/she fails to attend 3 consecutive regular meetings without being authorized by a resolution of the board to do so.
- The Town Council may request the resignation of any member of the Board at any time prior to the member's expiry date.
- The Board, or a person with Board approval, will be responsible for applying for grants to fund Library projects and programs.
- The Board will pay an annual membership fee to belong to the Alberta Library Trustees Association and the Library Association of Alberta.
- The Board shall pay their transfer payment to the Northern Lights Library System.
- The Board may request that the Town Council provide funds for acquiring real property for the purposes of a building to be used as a Public Library or for erecting, repairing, furnishing and equipping a building to be used as a Public Library.

1.2. Board Policies and Responsibilities

Created 03/06

Revised 02/17

Guidelines & Procedures

All new members shall be fully versed in Board policy and will be oriented on such matters.

Upon appointment to the Board, a trustee shall receive copies of all current and/or working documents of the Board, as well as the Board Manual that will contain:

- Names, contact information, positions and terms of current trustees, dates of regular meetings.
- Names & positions of staff.
- Policy Manual & By-Laws.
- Plan of Service.
- Budget & financial reports.
- Annual report & minutes of three previous meetings.
- The Alberta Library Trustees Association Handbook.

A member of the Board and the Library Manager will spend time with the new Board member prior to their first meeting to explain the role of the library in the community and the functions of the Board. At this meeting, each new member shall also be made aware of the operations of the library and such duties as he or she may be expected to fulfill.

1.3. Duties of the Library Board

Created 03/06

Revised 02/17

Guidelines & Procedures

Board Members shall:

- Actively participate in meetings & committees.
- Treat other Board members with courtesy and help the chair to keep meetings on track.
- Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
- Become familiar with meeting agendas & issues.
- Review minutes of prior meeting.
- Participate actively in: discussions, decision making, policy development, the development & review of the plan of service, budgeting, and employment & evaluation of staff.
- Make chair aware of relevant issues for next meeting.
- Be familiar with the Alberta Libraries Act and the Alberta Library Association Handbook.
- Be aware of ongoing trends in the library community.

1.4. Duties of the Chairperson and Vice-Chairperson

Created 03/06

Revised 02/17

Guidelines & Procedures

The Chair shall provide leadership to the Board and chair Board meetings by:

- Ensuring that the meeting is required & that necessary information is collected beforehand.
- Ensuring that an agenda is prepared, with input from the Board & staff, that agenda packages contain relevant information and are distributed before the meeting.
- Starting the meeting on time.
- Making additions or deletions to the agenda as required.
- Following the approved agenda and adopted rules of order.
- Encouraging input from all.
- Setting issues out clearly and summarizing discussion while guiding the problem-solving process.
- Limiting discussion to ensure business is completed within reasonable timeframes.
- Ensuring that everyone is aware of tasks to be completed by the next meeting.