

- The Board shall determine a schedule for the annual review of existing Policies. The Library Manager may make policy review recommendations at any time.
- The Library Manager is responsible for the administration of programs and for the implementation of policy.
- All policies shall be amendable.

#### 1.8. Parliamentary Procedure

**Created** 03/06

**Revised** 02/17

Parliamentary authority for rules of order at Board and committee meetings shall be: Robert's Rules of Order.

- The chair of the Board shall vote on all motions before the Board.
- Motions of the board, except those made to enact bylaws, do not need to be seconded.
- A meeting of the Board may be held in the absence of the public (in camera) only if the subject matter being considered in the absence of the public (in camera) concerns:
  - The security of the property of the Board.
  - Personal information of an individual, including an employee of the Board.
  - A proposed or pending acquisition or disposition of property by or for the Board.
  - Labour relations or employee negotiations.
  - A law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Board.
- A recorded vote is allowed only when requested in advance of the vote being taken.
- Board Members shall vote, unless they declare a conflict of interest. A Board Members who has a conflict of interest shall declare the conflict when the item in question is raised and shall leave the meeting until the item has been dealt with.
- The minutes of all Board meetings shall be recorded and signed by the Chair or acting Chair and by the Secretary.

#### 1.9. Dissolution of the Library Board

**Created** 03/06

**Revised** 02/17

If the Library fails to open to the public for a period of two years, the Gibbons Town Council may make an ex-part application to the Court of Queen's Bench for an order declaring the Board dissolved.

The order dissolving the Board vests in the Municipality all the property of the Board and the Gibbons Town Council through its proper officers may take possession of the vested property and dispose of it in any manner it considers advisable.

## 2. ADMINISTRATION

**Created** 09/09

**Revised** 03/17

**Reviewed:** 03/21

### 2.1. Library Hours of Operation

#### Guidelines and Procedures

The Board shall ensure that the Library's hours of operation are suitable to provide access to the community.

The Library Manager, in conjunction with the Board, shall establish a reasonable range of opening hours to ensure community access.

Summer hours may come into effect pending Board approval.

**Library Hours:**

Monday, Friday	10:00 a.m. to 5:00 p.m.
Tuesday, Wednesday, Thursday	10:00 a.m. to 7:00 p.m.
Saturdays	10:00 a.m. to 2:00 p.m.
Sundays	Closed
Public Holidays & Long Weekends	Closed

**2.2. Freedom of Information and Protection of Privacy**

**Created** 03/06

**Revised** 03/21

The Board and Library personnel are subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) and should be familiar with the FOIP Act's privacy provisions including the collection, use, disclosure, accuracy, linkage and disposition of personal information.

**Guidelines and Procedures**

- All patron records will be kept confidential but may be shared with resource sharing libraries for collecting fines and retrieving borrowed materials.
- By signing up for a library membership, borrowers acknowledge that their contact information may be available to other libraries for these purposes.
- Board Members, staff and volunteers will hold all personal information of staff and patrons (including patrons of any other libraries) in confidence.
- No records are kept of the frequency or content of visits to the library by specific patrons **unless agreed upon by patron. Maintain reading list in Polaris will default to "no", unless specified by patron on TRAC application form.**
- Staff and volunteers are not to discuss the reading habits of individual patrons.
- No personal information will be provided to anyone for any reason except when a written court order is provided or where required by law (in written format).

**2.3. Personal Information Banks**

**Created** 04/11

**Revised** 04/21

Regular business practices of the Library involve the retention of personal information including employee, board member, and patron records.

**Employee Records may include:**

- Employees and/or volunteer applications and resumes.
- Employee timesheets, social insurance number, earnings, income tax records, performance evaluations, and correspondence.
- Contact information including address, phone number, and email.

**Board Member Records may include:**

- Application to join the Board, record of appointment, years of service or length of term, and position(s) held.
- Contact information including address, phone number, and email.