

# MORINVILLE COMMUNITY LIBRARY POLICY AND PROCEDURES MANUAL

## 1. LIBRARY BOARD OPERATIONS

### 1.1 PLAN OF SERVICE STATEMENT

The Board is committed to following the goals and objectives of the current Plan of Service.

#### VISION

Enrich your life at the library.

#### MISSION STATEMENT

Your community gateway to discovery, connection, inclusion and lifelong learning.

#### VALUES

- **COMMUNITY** - sharing of welcoming attitudes, diverse interests and goals
- **INCLUSIVITY** - fairness in the treatment of all individuals
- **PATRON SATISFACTION** - providing exemplary service
- **PARTNERSHIPS** - seeking collaborative connections
- **LIFELONG LEARNING** – the ongoing pursuit of literacy and knowledge

### 1.2 LIBRARY TRUSTEES – QUALIFICATIONS

1. Candidates for Board membership must be committed to the Library's mission, vision and values statement and Plan of Service.
2. Prospective trustees must serve on one or more Board committees and devote time to the Library's business. Committee selection will be done at the November Board meeting.
3. Prospective trustees must represent the community served by the Library and also represent the Library to the community.
4. Desirable traits are a willingness to contribute independent thought while working cooperatively with other Board Trustees, as well as a willingness to acquire and maintain an awareness of library services and programs.
5. Specific qualifications or expertise in the functional areas of the Board (policy management, financial management, personnel management, program and service management, public relations and liaison activities, planning and evaluation) would be an asset.
6. Candidates must have a current library membership.
7. Trustees can expect to attend a library board meeting every month. Other demands may include attending seminars, committee meetings, training sessions, and meetings with Municipal or Provincial authorities.

8. Interested candidates must submit a completed **Appointment to Town Boards /Committees Application** to the Town of Morinville.

### **1.3 LIBRARY TRUSTEES – ETHICS**

1. Library Trustees should observe ethical standards with truth, integrity, and honour.
  - Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
  - Trustees should distinguish between their personal views and those of the institution by representing the agreed upon positions of the Board.
  - As library operations fall under FOIPP legislation trustees must protect the confidential nature of library records.

### **1.4 LIBRARY TRUSTEES – LEGAL OBLIGATIONS**

When an individual agrees to serve as a trustee, they take on the following legal obligations.

1. A library trustee is expected to manage the affairs of the library with the same degree of skill, hard work and care they bring to their own affairs.
2. A library trustee has a duty to become informed about the business of the Board including applicable legislation and what is required in order to be an effective trustee.
3. A library trustee must keep confidential information learned as a result of their activities as a trustee private, and may not personally benefit from it during or after their term.
4. A library trustee must put the best interest of the library before their own or any other.
5. A library trustee may not make advance agreement with another person or organization to vote a certain way.
6. If a library trustee stands to earn personal profit from any activity of the Board, they must declare their interest and may not participate in discussion or vote in relation to it.

### **1.5 LIBRARY TRUSTEES – AUTHORITY**

1. Authority over library governance is limited and regulated by the *Alberta Libraries Act and Regulations*, and the *Employment Standards Act and Regulation*.
2. Because all powers of the Board lie in its actions as a corporate body, members of the Board collectively exercise authority over all aspects of the library governance.
3. Individual Board members exercise their authority over library governance only through their vote.