

# TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

**Category:** Board Information

**Policy Number:** LIB-01-001

**Title:** Board Member Appointment, Orientation, and Termination

1. The Vegreville Library Board membership shall consist of a Chairperson, Vice-chairperson, and other Members at Large as appointed by Town Council.
2. The total membership of the Board shall not be less than 5 Members and not greater than 10 Members.
3. A person who is an Employee of the Library or the Library Board is not eligible to be a Board Member.
4. Board Members are appointed for a 1, 2, or 3-year renewable term by Vegreville Town Council. Usually, new Board Members are appointed in 3-year terms.
5. A Member of the Library Board is eligible to be reappointed for only 1 additional consecutive terms of office, unless at least 2/3 of the whole Town Council passes a resolution stating that the member may be reappointed for more than 2 consecutive terms.
6. Board Members who have served 2 consecutive terms and have not been re-appointed by Town Council as described in point 5 may be reappointed to the Board 1 year after the end of their second or final term.
7. Not more than 2 Councillors as appointed by Town Council may be Members of the Library Board.
8. New Board Members will be given a tour of the Library by a current Board Member or the Library Manager, and presented with an orientation package containing:
  - a. board structure
  - b. board responsibilities
  - c. library organization
  - d. Plan of Service
  - e. Libraries Act and Regulation
  - f. financial sources
  - g. community and provincial partnerships.
9. Termination of membership may occur at the conclusion of the appointed term; after three consecutive missed regularly scheduled Board meetings not pre-authorized by the Board; by a decision of Town Council (usually at a recommendation of the Board); or by resignation.
10. Departing Board Members will usually be recognized by the Board by affixing a book plate (label) in a book of their choosing, whether it be a material already in the collection or purchased as per their wishes.

Date Approved: February 17, 2021

Board Chair Signature: 

Date to be Reviewed: February 2024