

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Board Information

Policy Number: LIB-01-002

Title: Board Responsibilities

1. The Library Board is a corporation and is named The Town of Vegreville Library Board, which is consistent with the Alberta Libraries Act.
2. As per the Libraries Act, The Vegreville Library Board, subject to any enactment that limits its authority, has full management and control of Vegreville Centennial Library and shall, in accordance with the regulations, organize, promote, and maintain comprehensive, safe, and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.
3. The Vegreville Library Board is responsible for policy, governance, and strategic direction of the Library.
4. The Vegreville Library Board will annually select a Chair and Vice-Chair.
5. The Vegreville Library Board hires the Library Manager to manage the day-to-day operations of the library, help the Board clarify patron needs, and develop appropriate library programs and services.
6. The Vegreville Library Board shall be responsible for the hiring of the Library Manager and the annual review for the Library Manager. The Board is also responsible for disciplinary action of the Manager should it be necessary, including dismissal.
7. The Vegreville Library Board accepts the responsibility for securing the funds for needed facilities and materials.
8. The Vegreville Library Board, with the Library Manager, shall prepare a budget and an estimate of the money required to operate and manage the Vegreville Centennial Library before December 1 of each year. (LIB-01-006)
9. The Vegreville Library Board, with the Library Manager, shall review all policies on a regular basis and make changes as they are required. Any policies with changes will be filed with the Minister.
10. The Vegreville Library Board, with the Library Manager, shall review its bylaws on a regular basis and make changes as they are required. Bylaw changes, once ratified by Town Council, will be filed with the Minister.
11. The Vegreville Library Board, with the Library Manager, shall regularly review the Plan of Service for the Vegreville Centennial Library. The Board will file with the Minister a copy of the Plan of Service with goals and objectives, whenever there are changes made to the Plan, or not more than every 5 years from the date the plan was previously filed.
12. The Vegreville Library Board shall monitor and evaluate Board and trustee effectiveness.
13. At the Board's discretion, Board committees will be created as necessary.

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Continuation of Policy Number: LIB-01-002

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14. Every meeting of the Vegreville Library Board is open to the public. A person or group may make presentations to the Board at its meetings if the presentations relate to the library and its mandate.
15. The Vegreville Library Board will usually meet once during each month of the year, except for the months of July, August and December. The Act states that library boards are required to meet at least every four months throughout the year.
16. Signing officers for the Board shall include the Board Chair, the Vice-Chair, and the Library Manager. In the absence of Chair and Vice-Chair the Past Chair may also assume signing authority.

Date Approved: November 18, 2020

Board Chair Signature: _____



Date to be Reviewed: November 2023