

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY BOARD

Prepared by: Sandra Nietfeld

Board Approved - March, 2001

4.0 LIBRARY BOARD - DUTIES

- 4.1 The general powers, duties and responsibilities of the Board are defined in the Alberta Libraries Act.
- 4.2 The members of the Library Board are individually responsible for considering and deciding upon all matters of organization policy, programs, and expenditures. Members of the board collectively exercise full authority over all aspects of the organization's operations.
- 4.3 Responsibilities:
 - 4.3.1 Policy Management
 - a) Ensure adherence to the Libraries Act and Regulations
 - b) Submit reports to provincial and federal regulatory agencies as required
 - c) Review and prepare policies
 - 4.3.2 Program and Service Management
 - a) Prepare goals and objectives
 - b) Monitor and evaluate programs and services
 - 4.3.3 Personnel Management
 - a) Define role, responsibilities, and functions of the board, and staff including volunteers
 - b) Hire, evaluate and terminate the Library staff
 - c) Recommend board members to Council
 - d) Provide orientation and training for board members
 - e) Conduct annual performance reviews
 - 4.3.4 Financial Management
 - a) Review insurance needs
 - b) Negotiate contracts for services
 - c) Authorize maintenance and replacement plans, and facilities upgrading
 - d) Ensure that facilities and capital equipment are meeting user needs
 - e) Establish budgeting and financial reporting systems, review budget at each meeting
 - f) Develop the operational budget prior to December 1 each year. Submitted to the funding municipalities
 - g) Approve all expenditures paid on behalf of the Viking Municipal Library

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4.3.5 Advocacy

- a) Represent the Library to the community and act as the library's spokesperson in the community
- b) Monitor government legislation and advise elected officials on the impact of current and proposed legislation
- c) Develop community awareness of the unique role the library plays

4.3.6 Evaluation

- a) Participate in organizational evaluation
- b) Monitor board effectiveness