

STATEMENT OF POLICY AND PROCEDURE

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Subject: **GOVERNANCE & POLICY DEVELOPMENT** | Sec 2, 1B

Reviewed: 2021/11/06 | Revised: 2023/11/24 | **Effective: 2017/05/13**

SECTION 2 – 1.B

GOVERNANCE

1. Role of the Board and Trustees
 - a) The Board is the governing body of the Northern Lights Library System (NLLS).
 - b) The authority to act on behalf of NLLS rests with the Board. Individual trustees or employees have no authority except as conferred by the Board for specific purposes.
 - c) The Board has one employee, the Executive Director, who is accountable to the Board; as such, Board members are not to direct or supervise NLLS employee(s). When the Board approves policy, the Executive Director is empowered to make all further decisions.
 - d) NLLS Committees are to assist the Board not to advise or assist employee(s) in doing their job.
 - e) The Board shall meet and deliberate at specific and regular times as determined by its members and in accordance with the Alberta Libraries Act.
 - f) The Board shall exercise its role as public trustees for the Municipalities that comprise the Northern Lights Library System (NLLS).
 - g) The Board is responsible for creating a vision of library service for the System, articulating values and principles, setting goals, developing effective governance policy, monitoring library performance, and meeting provincial standards.
 - h) Board members are appointed by their councils and, while representing the interests of their communities, are required to act in the interest of NLLS.
 - i) The Board is responsible for orienting new members to their roles and responsibilities as trustees.
 - j) Board members are responsible for ensuring they understand their responsibilities as trustees.
 - k) The Board maintains a membership in the Alberta Library Trustees Association (ALTA) to ensure its trustees have access to appropriate professional development opportunities and resources.
2. Expectations of a Board Member:
 - a) Notify the NLLS administration of their intention to attend scheduled meetings one (1) week in advance.
 - b) Arrive at meetings on time, prepared to actively participate.
 - c) Prepare reports, motions, etc., in writing if possible, and submit them to the NLLS administration in sufficient time for distribution before the meeting.
 - d) Read Board material in advance of meetings, noting comments and questions.
 - e) Follow through on assigned activities.
 - f) Develop a working knowledge of Board materials and applicable legislation.
 - g) Maintain friendly, positive relationships with other Board members and staff.
 - h) Ask clarifying questions.
 - j) Participate in discussion and decision-making, ensuring that you offer your relevant comments and suggestions prior to the Board's decisions.
 - k) In addition to these general responsibilities, Board members are expected to serve on committees as required.
3. The Job of the Board is to liaise with the municipalities and member libraries to:
 - a) Determine NLLS's strategic direction through a plan of service.
 - b) Determine how NLLS will be governed through the development of policies.
 - c) Maximize service levels through the development of an annual budget.
 - d) Advocate for the interests of the Northern Lights Library System and other library services in Alberta.
 - e) Create partnerships with other agencies to achieve the System's goals, and objectives.
4. Develop and approve a three-year plan of service or a strategic plan, a rolling three-year budget, the provincial annual report, and audited financial statements.
5. Recognize the value and contributions of long-serving employees, volunteers, and trustees.
6. Monitor efficacy and compliance with policies, using:
 - a) reports by the Executive Director,
 - b) reports from member municipalities, members' libraries, and outside agencies,

- c) direct inspection by the Board.
- 7. Use the results of this monitoring to inform regular policy revision.

POLICY DEVELOPMENT

As per The Library Act and Regulation, the Board exercises responsible governance by establishing policies. Policies provide parameters for the action of the Board, its committees, staff, and member libraries. The Board expects Northern Lights Library System's stakeholders to know the policies related to their duties.

1. With assistance from administration, the Northern Lights Library System Board regularly reviews existing policies, to ensure that they are up to date, in keeping with the government legislation and regulations, and reflecting the evolving needs of the System, by:
 - a) All policies are reviewed annually.
 - b) The most current Plan of Service shall supply content guidance.
 - c) A list of policies, together with prescribed review dates, shall be maintained for the Board.
 - d) Policies requiring revision shall be presented to the Executive Committee for review before proceeding to a vote of the Board.
 - e) Policy review dates will be expressly recorded on the policy, tracked, and acknowledged through signature by the Board Chair.
2. Policies shall be:
 - a) Proposed by any stakeholder in the operation and management of Northern Lights Library System, to the Executive Committee via the Board Policy Review Committee.
 - b) Monitored by the Executive Director and Executive Committee.
 - c) Approved by the Board as a whole.

Policy Development Procedure

1. Policies will be developed and reviewed by the Board Policy Review committee with assistance from NLLS staff and administration throughout the calendar year.
2. The Executive Director will maintain a schedule for the annual review of all policies and bring forward new and updated policies to the Policy Review Committee.
3. The Executive Committee will:
 - a) delegate to the Board Policy Review Committee, the development of new policies and the review of current policies.
 - b) consider policies submitted by the Board Policy Review Committee.
 - c) Forward, electronically, all policies they recommend for adoption to the entire Board 21 days before a vote is taken.
4. The Board Policy Review Committee will:
 - a) track all policies and faithfully record review dates.
 - b) draft, revise, or update policies as requested by the Executive Committee.
 - c) review all policies according to their scheduled review dates and forward them to the Executive Committee.
 - d) consider all feedback and policies submitted by staff, or interested stakeholders, and act in the best interest of Northern Lights Library System.
5. The Board will:
 - a) Individually review all new or revised policies in advance of any vote.
 - b) Provide feedback, concerns, or questions regarding proposed policies to the Executive Committee and/or Policy Review Committee Chair at least 48 hours prior to the meeting scheduled for a vote.
6. When presenting the Board with new or revised policies for a vote:
 - a) they will be presented as a package (an omnibus motion).
 - b) motions to remove one (1) or more policies from the policy package (omnibus motion) for a separate vote will be entertained.
 - c) amendments of policies will not be entertained at the General Board meetings.
 - d) defeated policies will be sent back to the Policy Review Committee for further review.

NLLS Executive Board Chair

November 24, 2023

Date of Approval