

Policy GOV101: Duties and Responsibilities of the Library Board

Category: Governance

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Future Review: February 2022

POLICY

The general powers, duties, and responsibilities of the Library Board are defined in the Alberta Libraries Act. The members of the Town of Bonnyville Library Board (the Board) are responsible individually for considering and deciding upon all matters of organizational policy and expenditures.

RESPONSIBILITIES

1. Authority: The Board has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote, and maintain comprehensive and efficient library services in the municipality and may cooperate with other boards and libraries in the provision of those services.
2. Policy Management:
 - a. Review and prepare policies.
 - b. Ensure adherence to the Libraries Act and Regulations.
3. Strategic Planning:
 - a. Ensure that a Plan of Service with a mission statement and goals and objectives based on a needs assessment of the municipality is updated not less frequently than every five (5) years following the date on which the plan was previously filed.
 - b. Annually review its Plan of Service.
4. Government Reporting:
 - a. Annually complete and file with the Minister a report in a form and containing the information required by the Minister.
 - b. Maintain a file of meeting minutes for the purpose of determining compliance with the Libraries Act and Regulation.
 - c. File with the Minister a report that contains any policies or bylaws passed or revised by it under sections 7 and 36 of the Libraries Act.
5. Personnel Management:
 - a. Define roles, responsibilities, and functions of the Board and staff.
 - b. Recruit, hire, evaluate, and/or dismiss the Library Manager as required. (see Policy #201)
 - c. Ensure orientation and training for Board members.
6. Financial Management: (see policies #102, #103)
 - a. Before December 1 of each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library. The budget and the estimate of money shall then be submitted to Town Council.
 - b. Approve all expenditures paid on behalf of the Town of Bonnyville Library Board.
 - c. Keep accounts of receipts, payments, credits and liabilities. Have a person who is not a member of the Municipal Board and whose qualifications are satisfactory to Town Council review the accounts each calendar year and prepare a financial report in a form satisfactory to Town Council.
 - d. Submit the financial report to Town Council immediately after its completion.

- e. Ensure that facilities and capital equipment are meeting user needs.
 - f. Generate the resources needed to implement policy decisions.
 - g. Participate in and oversee fundraising activities.
7. Advocacy:
- a. Develop community awareness of the unique role the library plays.
 - b. Monitor government legislation and advise elected officials on the impact of current and proposed legislation.
8. Evaluation:
- a. Participate in organizational effectiveness.
 - b. Monitor board effectiveness.

ETHICS

Individual Board members will maintain the highest ethical standards in all their Board dealings. This shall include but not be limited to such matters as confidentiality of privileged information, unbiased representation of the entire municipality, and fair and unprejudiced consideration of controversial issues.

LIABILITY

Alberta Interpretations Act, Chapter 1-7, Section 16: Board members are exempted from personal liability when conducting board business, provided that their acts are not illegal.

QUALIFICATIONS

1. Must be interested in libraries and be willing to serve and be committed to the mission and aims of the Bonnyville Municipal Library.
2. Must be willing to attend the Board meetings and any special or ad hoc meetings, as required.
3. Should be willing to serve as an executive member during their term.
4. Must commit to learning about public library organization and management.
5. Must act honestly, in the best interests of the library.
6. Must not let personal interest or the interests of a third party conflict with those of the library.
Should a conflict exist, it must be declared and the Board member absent themselves from any and all discussion and from voting on such matters.

DEFINITIONS

PROCEDURE