

Call to Order

The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.

1. Approval of the Agenda (2)
2. Approval of the Minutes of February 11, 2026 (2)
3. Board Feedback (5)
4. Consent Agenda
 - a. Items for Information
 - i. Libraries in the News
 - a. [Tumbler Ridge Public Library Remains Open to Support Community After tragedy](#) (Trigger warning: school shooting)
 - b. [House Finance Committee adopts amendment to Bill C-15, Reinstates Library Book Rate and Free Mailing of Materials for People Who Are Blind](#)
 - b. Reports
 - i. Director's Report
 - ii. Program Reports March
 - c. Business Arising from the Consent Agenda (5)
 - d. Approval of the Consent Agenda (1)
5. In-Camera Items for Discussion and Decision (30)
6. Items for Discussion and Decision
 - a. Building Update – Amanda (5)
 - b. Signing Authority (5)
 - c. Governance Policy (10)
 - d. Board Orientation and Professional Development (10)
7. Adjournment

Next regular Board meeting: April 8, 2026, 5:15pm

Present:

Naomi Finseth (Vice-Chair)
Alyssa Martin (Director)

Margaret Holliston (Secretary)
Martin Maxwell (Camrose
Council)

Cheryl Dezall
Margaret Weir Andreassen

Joy-Anne Murphy (City Council)

Laurel Warkentin

Regrets:

Renee Greer (Chair)
Amanda Haugen (Recorder)

Natalie Lockhart

Jacqueline Schaffter

Call to Order: Vice-Chair Naomi Finseth called the meeting to order at 5:15 pm.

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1. Approval of the Agenda

Motion 07/26 M/C Margaret Holliston: Motion to approve the agenda as amended.

2. Approval of the Minutes of January 14, 2026

Motion 08/26 M/C Cheryl Dezall: Motion to approve the Minutes of January 14, 2026 as circulated.

3. Board Feedback

Margaret Weir Andreassen thanked everyone on the board who was able to attend the Fellowship of the Camrose Public Library's fundraiser the week prior. She had highly complimentary feedback on the event. Others in the room who also attended were in agreement. We will hear from the Fellowship soon how much was raised.

4. Consent Agenda

a. Items for Information

i. Correspondence

a. Mystery Letter

ii. Libraries in the News

a. ['The Librarians' to Premiere on PBS on February 9th](#)

b. [CULC releases national study on the social impact of urban public libraries](#)

b. Reports

i. Director's Report

ii. Service Desk Report

iii. Occupational Health & Safety Report

c. Business Arising from the Consent Agenda

i. The board would like to send the CULC report linked in the agenda to both the City and County Council for information.

ii. The board was concerned about the length of time it has taken for action on some key OHS items in the board report, including air quality monitoring and fire safety actions. Joy-Anne Murphy requested additional information regarding correspondence about these problems between

the City of Camrose and Camrose Public Library. Alyssa Martin noted that Facilities Personnel had been in the building in the last 24 hours, but the Director did not know what work had been completed. There will be follow up.

- d. Approval of the Consent Agenda

Motion 09/26 M/C Margaret Holliston: Motion to approve the consent agenda.

5. Items for Discussion and Decision

- a. ATB Signing Authority

Motion 10/26 M/C Joy-Anne Murphy, seconded by Margaret Weir Andreassen: Motion to remove Channing MacDonald as a signing authority for the City of Camrose Library Board.

- b. 2025-2029 CPL Plan of Service with Adjustments

Motion 11/26 M/C Laurel Warkentin: Motion to approve the amended 2025-2029 Plan of Service as presented.

- c. PLSB Annual Report

Motion 12/26 M/C Martin Maxwell: Motion to approve the 205 Survey and Annual Report as presented.

Review of the 2025 Annual report prompted discussion surrounding the need for AI Policies regarding AI usage, for both the staff and board. Pros and cons of the technology were voiced. The board requested professional development opportunities surrounding the usage of AI for public libraries.

- d. Executive Election

Joy-Anne Murphy nominated Renee Greer for the position of Chair. It was noted that, while Renee Greer sent her regrets for the meeting, she had previously informed the Alyssa Martin & Naomi Finseth of her willingness to accept the nomination. There being no further nominations, Renee Greer was declared Chair by acclamation.

Cheryl Dezall nominated Naomi Finseth for the position of Vice Chair. Naomi Finseth accepted the nomination. There being no further nominations, Naomi Finseth was declared Vice Chair by acclamation.

The Board discussed the current relevance of the Secretary position and the Financial and Policy committees. It was determined that, following the Organizational Review, this role and committees are no longer required. The Board noted that ad hoc committees may be established as needed. Consequently, the Board directed that the Governance Policy review be moved forward in the schedule for review & revision.

Motion 13/26 M/C Margaret Holliston: Motion to remove the position of secretary from the Executive, as well as the Finance & Policy Committees.

Motion 14/26 M/C Martin Maxwell: Motion to appoint Renee Greer, Naomi Finseth & Cheryl Dezall to the Personnel committee.

- e. Interagency Letter of Support to Petition City Council to Advocate for AISH recipients

Provincial Government changes to the “Assured Income for the Severely Handicapped” (AISH) have spurred discussion about the impact to Camrosians with impairments who rely on the service.

As a member of Interagency, Camrose Public Library heard from our community partners about the stress that the change to the application process has had on our organizations and the community. It was recognized that this change has put an incredible amount of pressure on the time and resources of our local organizations.

Alyssa Martin stated that in the past, when our local social serving organizations cannot keep up with the demand, that demand spills over into the library where our front facing staff are then asked to take on reference and tech questions that begin to edge into social services work. CPL currently does not have the staffing levels or capacity to handle the influx of requests the current application deadline would spur.

A request will be put before Camrose City Council to advocate to the provincial government to reconsider the changes to AISH. Interagency was requested to sign a letter of support. Alyssa Martin requested Board Approval to sign the letter of support as a part of Interagency. This request will be put to Camrose City Council on February 23, 2026 at 5:00pm.

Motion 15/26 M/C Cheryl Dezall: Motion to authorize Alyssa Martin to sign the Interagency letter of support for AISH changes coming to Camrose City Council on February 24, 2026.

f. E-vote Ratification

January 27, 2026 e-vote moved by Cheryl Dezall, seconded by Laurel Warkentin: Motion to approve the Library Directors salary increase a step on the pay grid effective February 2, 2026.

Motion 16/26 M/C moved by Margaret Weir Andreassen: Motion that the e-vote conducted on January 27, 2026, be ratified.

6. In-Camera Items for Discussion and Decision

Motion 17/26 M/C Margaret Holliston: Motion to go in-camera.

Motion 18/26 M/C Martin Maxwell: Motion to go out of camera.

7. Adjournment

Vice-Chair Naomi Finseth declared the meeting adjourned at 6:58pm.

Next regular Board meeting: March 11, 2026, 5:15pm

Naomi Finseth, Board Vice-Chair

Date

Director's Report

2026.02.04 – 2026.03.03

Alyssa Martin

This report is structured around the *2025-2029 Plan of Service* goals and objectives.

1.2. Access and implement sound organizational and financial processes.

Janitorial RFP

After assessing Janitorial Service Submissions, CPL has decided to remain with SkyBlue. New employees were assigned to our location and we are satisfied with the quality of work.

3.1. Attract and retain skilled staff.

Summer Student Hiring

CPL conducted our search for our summer students this month, hiring our 2026 Summer Reading Program Coordinators (aka Book Bike Pilots).

3.2. Ensure a safe and supported work environment.

Debriefing

LAA hosted a talk with Calgary Public Library staff about debriefing. I was able to attend virtually, and learned about how their teams take care of each other immediately after an incident (also known as a debrief). The intention of debriefing is to help staff leave their work stress at work, and to help stave off burnout. I brought my findings to our OHS team, and asked them to consider if this is a good fit for CPL.

5.4. Bring library services into the community to meet people where they are.

Jaywalkers 2026

CPL has submitted our application to host a booth at Jaywalkers for 2026. We will focus on our giant game collection, free raffle draws with public feedback, library card signups and promoting our services.

2025 Year End Program Report

Submitted by Nicole Kyle
February 10, 2026

1227
programs
in 2025

**In-library
programs**
80% of presented
programs
51% of total
participants

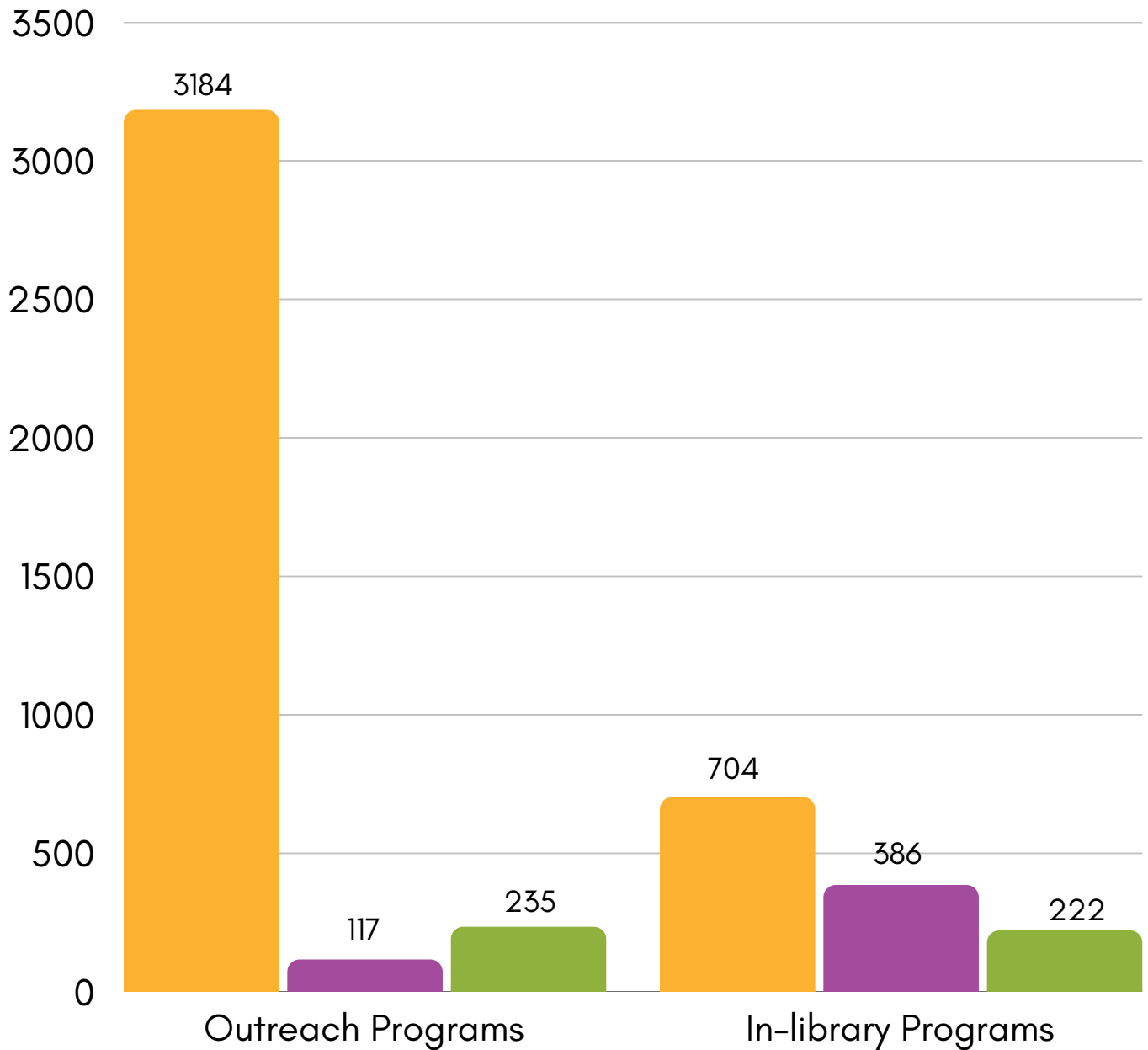
**Outreach
programs**
20% of presented
programs
49% of total
participants

21191
Program
attendees

Adult Program Highlights 2025



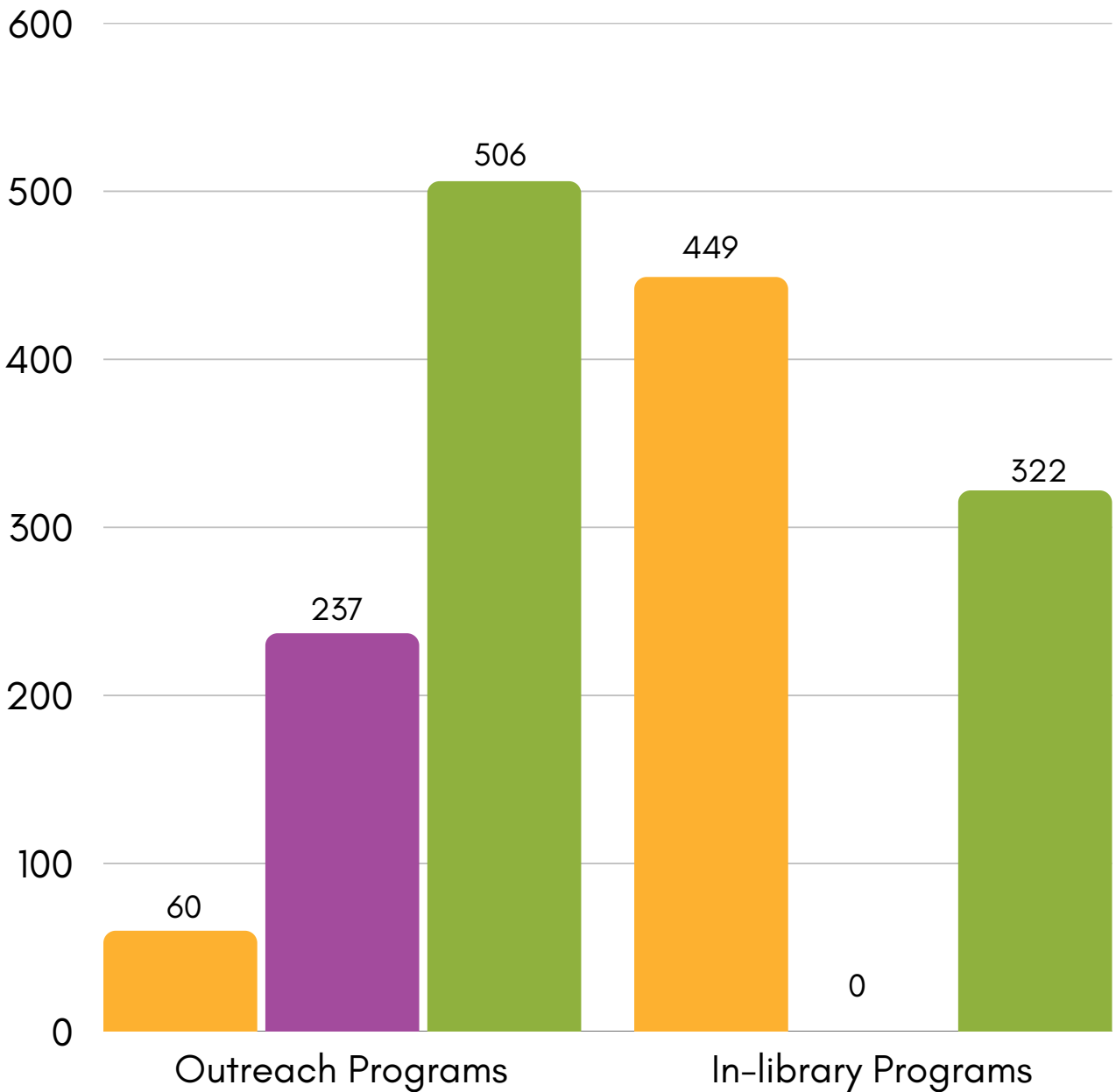
● Passive/Peer-Led ● Partnership ● Library-Led



Child/Teen Program Highlights 2025

76
programs
1548
attendees

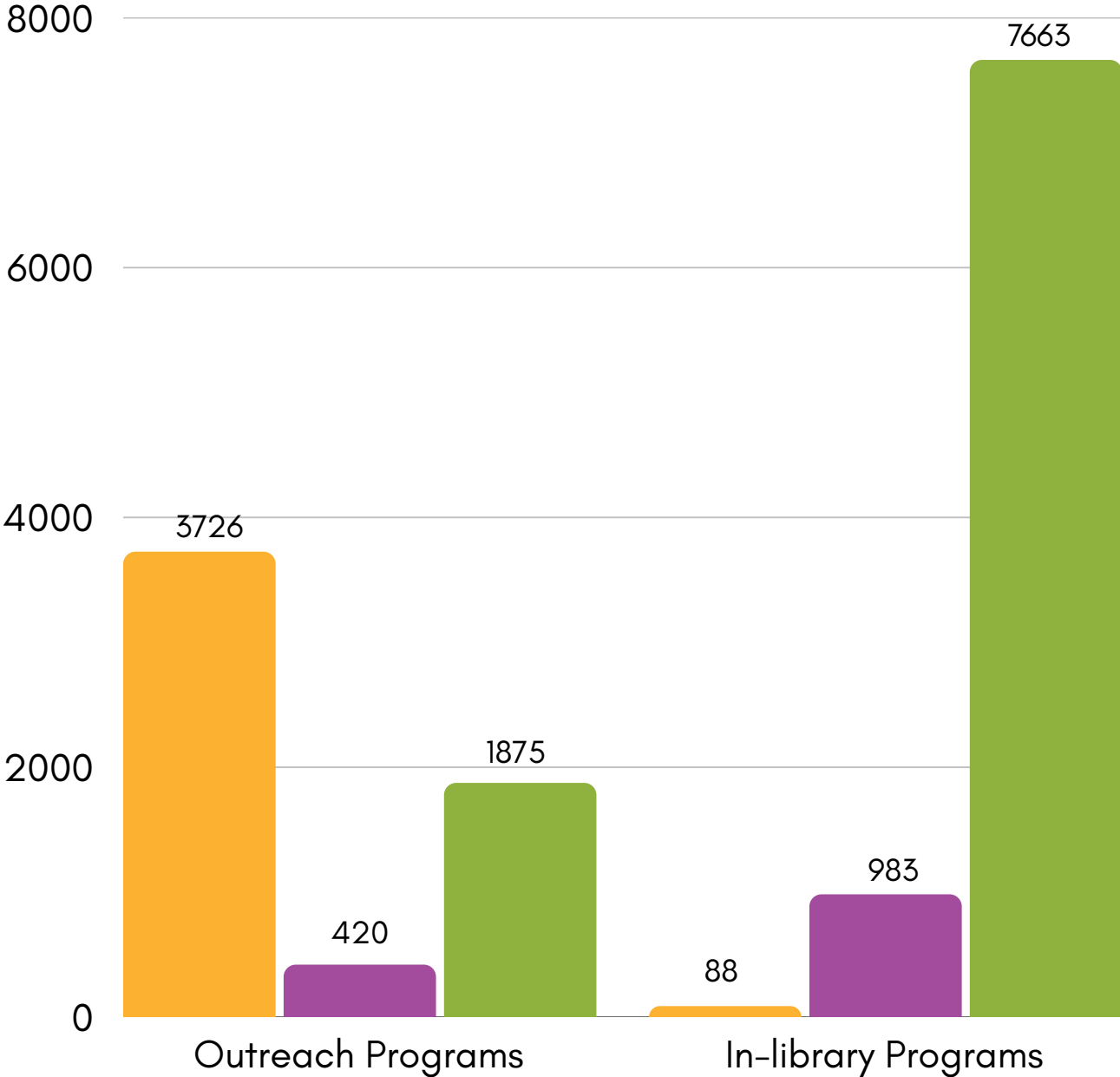
- Passive/Peer-Led
- Partnership
- Library-Led



Multi-generational Program Highlights 2025

746
programs
14759
attendees

● Passive/Peer-Led ● Partnership
● Library-Led

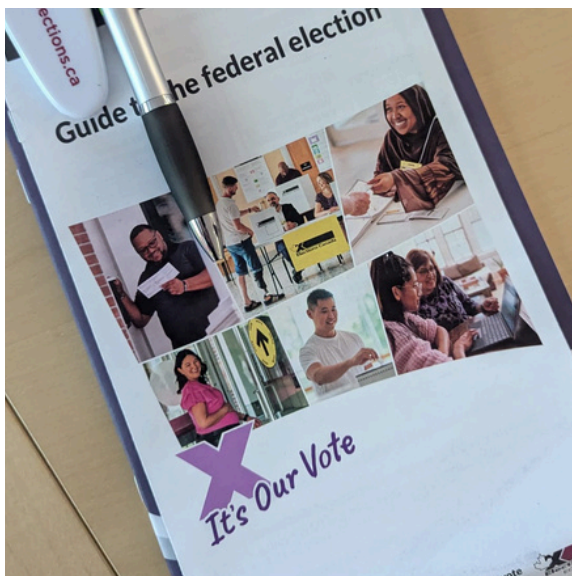




January
Books and Bounces



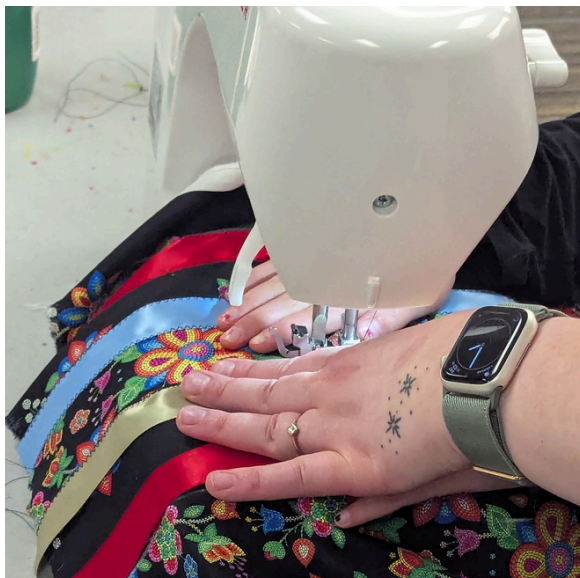
March
Journey North with John Dunn



March
Federal Elections Workshops



May
Life Skills 101



May
Ribbon Skirt Workshop



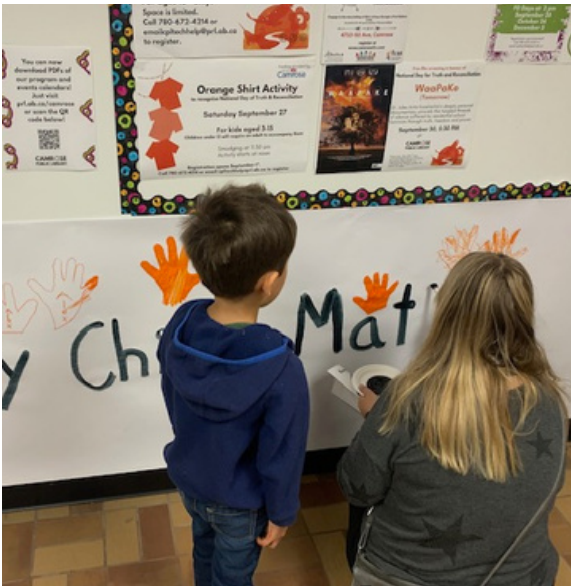
June
Secret Garden Tea Party



July
Book Bike Outreach



August
Seniors Summer Mingle



September
Terrific Tales Orange Shirt Day



er

October
Stories that Haunt



November
Royal Tyrrell Virtual Visit



December
Winter Wonderland Party

Camrose Public Library
Adult Programs
January 1 to December 31, 2025

Outreach	Program	Attendance
Deliveries to Care Facilities	114	828
German Circle Online	49	175
Ukulele Online	37	113
Mind Masters	12	2058
Advocacy Events @ CAFCL	2	65
Outreach CMHA Drum Circle	1	8
Summer Spanish Online	4	10
SRC Srs. Tech with FCSS	2	60
SRC Pickleball Tournament	1	20
Srs. Mingle with FCSS	1	17
Augustana Neighbor Fair	1	150
Stories that Haunt @ the Bailey	1	32
	225	3536

In House	Program	Attendance
Spanish	35	182
Ukulele	34	319
Fibre Club	32	175
Drum Circle with CMHA	7	40
Climate Café	8	21
Cricut Classes	16	42
Life Skills 101	6	37
Lunch & Learn with FCSS	9	87
Unplanned Band	1	7
Beading Circle with Joelle Skinner	8	97
Freedom to Look? FTRW with Andrea Korda	1	6
Companion Planting	1	10
John Dunn: Journey North	1	25
Elections Workshops	2	5
Solar PV Sessions	1	14
Genealogy Workshop	1	20
Rag Rug Workshop	1	16
Ribbon Skirt Teachings	2	27
Ribbon Skirt Workshop	2	18
Speed Friending with Recovery College	2	19
Seniors Week with CRA	1	9
Pride vs. Prejudice Screening	1	10
Canva Training Sessions	4	24
NDTR Film Screening	1	13
Moccasin Workshop	1	13
County Candidate Meet & Greet	1	21
City Candidate Meet & Greet	1	55
	180	1312

Total	405	4848
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Camrose Public Library
Family Programs
January 1 to December 31, 2025

Outreach	Program	Attendance
Read for 15	1	3426
Chuck Maclean Family workshops	5	53
Women's Shelter Family Literacy	0	0
Newcomers Guide to Camrose in Community	10	97
Free Comic Book Day at Quantum Comics	1	10
Book Bike @ Pride in the Park	1	137
Jaywalkers Outreach	1	889
Book Bike @ Canada Day	1	50
Book Bike at Local Playgrounds	6	81
Book Bike with Magic Story Time	3	25
Book Bike with CFRC Painting in the Park	1	32
Book Bike @ Kickin' Country Parade (Advocacy)	1	650
Summer Book Bingo	1	0
Community Registration Night	1	150
Fuel Good Day Outreach	1	150
Boo Review @ Loughheed Centre	1	275
	35	6025

In House	Program	Attendance
Snacks in the Stacks	241	4598
Something Cool After School	168	877
Books & Bounces	40	335
Terrific Tales	40	649
Tech Help	91	173
Bed Time Stories	35	434
Crafternoon	31	257
Rainbow Club	3	5
School PD Matinee	8	151
Newcomers Guide to Camrose	20	176
Saturday Story Time	1	3
Weekend Wiggles	0	0
Ghibli Geeks Club	4	8
Environmental Literacy Night for Family Literacy Day	1	14
Dolly Parton Party	1	52
Rag Rug Workshops	2	18
Impromptu Story Time	1	6
Seed Swap with CAFCL & CAS	1	40
Grandfather Teachings	7	77
Secret Garden Tea Party	1	306
SRC Career Story Time	5	48
SRC Teddy Bear Movie Night	1	36
Summer Wrap-up Pizza Party	1	0
Kids Indigenous Beading Circle	1	18
Library Card Sign-Up Month Contest	1	39
Family Story Time with Richard Van Camp	1	21
Golden Ticket Contest	1	16
Fossil Planet Interactive Visit with Royal Tyrrell	1	18
Find Fergus	1	33
Merry Creepmas	1	6
Winter Wonderland	1	320
	711	8734

Total	746	14759
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Camrose Public Library
 Childrens Programs
 January 1 to December 31, 2025

Outreach	Program	Attendance
Book Bike & SRC Promo at schools	2	85
SRC with FCSS Summer in the Park New Norway	1	30
Book Bike @ Reading University	3	120
Book Bike @ OSCAR	3	87
	9	322

In House	Program	Attendance
BRSD School Tours	12	274
Reading University Class Visit	1	16
Camrose Children's Centre Tour	1	19
Tween Cricut PD Day	1	7
	15	316

Monthly Total	24	638
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Camrose Public Library
 Teen Programs
 January 1 to December 31, 2025

Outreach	Program	Attendance
BRSD Adulthood Fair at ECCHS	1	350
BRSD Adulthood Fair at New Norway School	1	45
Book Bike @ Rotary Skate Park	4	26
Golden Flames	6	60
	12	481

In House	Program	Attendance
Golden Flames Teen D & D	34	444
SRC Book and Bake	5	16
BookMark Book Club	1	5
	40	465

Total	52	946
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Camrose Public Library
Total Programs
January 1 to December 31 2025

Outreach Programs	281	10364
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In-house Programs	946	10827
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YTD	1227	21191
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Completed by Nicole Kyle

10-Jan-26

For Decision – Governance Policy

Issue:

The Governance Policy is set to be reviewed and approved by the board.

Background:

All Camrose Public Library policies are reviewed on a 3 year cycle, or as needed.

This draft of the Governance policy has substantial changes from our current policy due to changes regarding our board structure that resulted from the organizational review conducted in 2024.

- This draft pulls heavily from the ALTA Trustees Handbook, as recommended by the organizational review. This policy sees the dissolution of most committees, the position of Treasurer and the position of Secretary. Ms. Law (our consultant) suggested that most of our committee work should be done by the Director, then brought forward for review. The Finance committee and treasurer were not needed as we have contracted TAL to provide 3rd party review, and the board as a whole will review our quarterly financial reports as well as the Annual return. The role of Secretary is now the role of Recorder, and has been assigned to a new internal staff position, which was created under advisement from the Organizational Review.
- This draft also has clearer and more robust job descriptions for the roles of trustees, positions and committees.
- The Code of Conduct section has been expanded. This code of conduct is pulled primarily from the Red Deer Public Library's Code of Conduct which was last reviewed in 2024. The intent in expanding this code is to protect the board and staff from bad faith actors.
- The Annual Agenda specifics were removed from the policy and designated as a procedural document. The requirement to create this document is in the new policy. I have attached a draft of the 2026 Administrative Calendar/Annual Agenda.

Options:

The board may approve this draft, or send it back for further revisions. The organization benefits from up to date policies, but there are no imminent risks or rewards with approval or delay.

Recommendations:

Approve the draft Governance Policy.

Proposed Motion:

"I move that the board approve and adopt the Governance Policy as presented."



Governance

(1) Governance Principles

The Camrose Public Library Board shall be formed in accordance with the *Alberta Libraries Act* and shall be hereinafter referred to as the “Board”.

As outlined by the Canadian Bill of Rights and the Canadian Charter of Rights and Freedoms, all persons in Canada have a legal right to intellectual freedom. The Camrose Public Library employees and employers are responsible for developing and maintaining that freedom. The legal obligation of the Camrose Public Library is to provide the resources for intellectual freedom to thrive, allowing free expression and recognizing difference.

The Board is the governing, authoritative body whose main focus is the outward vision and long-term goals of the Camrose Public Library. The Board leads through policy, using a framework which defines four categories of Board Policy:

- Vision, Mission, Values, Goals, and Objectives (As outlined in our Plan of Service)
- Governance Process
- Board – Director Relationship
- Director's Parameters

The Governance Policy defines and guides appropriate relationships between the Library's board and its director.

The Board has one employee, the Director, who is accountable to the Board as a whole. The Board guides the Director to ethically and prudently determine the means to achieve the Plan of Service. The Director is empowered to make operational decisions in accordance with board policies and the approved annual budget. The Board monitors the Director solely on the basis of organizational performance and adherence to policies.

Section 2 - Job Descriptions for Library Trustees

(2.1) Role of Board and Trustees

Govern the library with a view to ensuring the long-term health and viability of the organization.

It is the Board's role to create procedures providing for the orientation and ongoing development of trustees as they fulfill their fiduciary duties.

The Board must comply with legislation to:

- Develop a three-to-five-year Plan of Service based on a community needs assessment,
- Create a budget,
- Develop an annual report,
- Create an approved financial statement
- Hire and supervise the Director

In addition, the Board will:

- Develop, review and revise existing policies on a three-year cycle
- Review and revise bylaws as required
- Define payments and reimbursement of expenses for meetings, approved conferences, and workshops (see Finance Policy).
- Advocate to all levels of government on behalf of public libraries
- Create and adhere to an annual agenda to accomplish required and expected tasks

The Board may choose to delegate some of the following responsibilities to management:

- Recognize the contributions of long serving staff, trustees, and volunteers.
- Secure funding by requesting municipal funds and applying for provincial grants
- Keep financial records and bank accounts
- Organize and implement marketing plans and activities
- Assist in the formation of partnerships with other community organizations

The role of the Board is to collectively make decisions, encouraging diversity while maintaining compliance legally and with their policies. The Board is not concerned with managing the day-to-day operations of the Library.

Regular monitoring, assessment, and education will be done to ensure governing is being conducted properly by both existing and new members of the Board.

All trustees are expected to:

- Attend meetings regularly.
- Contribute constructively to the work of the board through discussion and committee work, as able.
- Vote on all motions, unless they have declared a conflict of interest, or are unable to attend a meeting.
- Publicly support Board decisions; the board speaks with one voice.
- Advocate for the library and their programs and services.
- Participate in library programs or services as able.

- Participate in orientation and professional development opportunities as possible (see Orientation of Board and Staff policy, and Professional Development Policy).

Trustees wishing to resign prior to the end of their term must do so in writing to the City of Camrose and the library board.

(2.2) Role of Board Chair

The Board Chair is the only role specifically required by the *Libraries Act* (Part 5). The Chair provides leadership to the Board, and sets the tone and climate for Board activity.

The Chair is also responsible for:

- Ensuring the integrity of the Board's processes by upholding the Board's policies and rules
- Representing the Board to outside parties.
- Ensuring that the Board meets requirements of trusteeship, particularly requirements legitimately imposed by outside organizations.
- Determining the need for meetings, sets the time, sets the agenda, and chairs meetings according to procedure accepted by the Board.
- Calling meetings to order and adjourning them within the appointed times.
- Summarizing and bringing closure to discussion, without introducing personal opinions and biases.
- Pursues knowledge of Board and chair responsibilities, appropriate legislation, bylaws, policies, and rules of order through ongoing development and education opportunities.
- Facilitates the contribution of all trustees to Board business.
- Ensures that proper records are kept and signs adopted minutes of meetings.
- Having signing authority for library accounts (see *Finance Policy*).
- Implements the decisions of the Board, usually by assigning specific tasks or delegating to committee.
- Communicating with any member of the staff, Board or public when there are complaints or grievances regarding the Director. The Board, not the Chair, has authority to supervise/direct the Director.
- Acting as a voting ex-officio member of all committees.

(2.3) Role of the Vice-Chair

In the Chair's absence, the Vice-Chair will be responsible for fulfilling the Chair's duties.

The Vice-Chair is also responsible for:

- Annual trustee orientation
- Bi-Annual board evaluation
- Monitoring the board email
- Upkeeping the Board manual
- Undertakes any other duties assigned by the Chair

(2.4) Role of the Recorder

The Role of the Recorder ensures that the board has everything they need to run a meeting. The role is responsible for:

- Recording minutes of Board meetings and provides copies to trustees at least one week prior to next meeting, together with agendas and other required materials.
- Maintaining a file of original minutes and copies of reports, correspondence, etc., at the library.
- Notifying Board members of meetings.
- Handling library correspondence as directed by the Board.
- May hold signing authority for library accounts.
- Confirming locations for meetings.
- Bringing required materials (ex. Board manual, minutes, and reports) to meetings.
- Assisting chair in developing agenda.

Note: Boards may choose to have a non-trustee recorder who may be staff or a volunteer; if staff, duties must be in job description and time is paid.

(2.5) Signing Authority

As laid out in the *Finance Policy*, the signing officers will be the Board Chair, the Library Director, and additional signing officers may be appointed by the Library Board as required. They will be appointed by board motion.

Section 3 - Committees

The Committees are in place to assist the Board to function best, not to advise or assist staff in doing their job.

(3.1) Personnel Committee

The role of the Personnel Committee is to oversee the employment of the Director, who is the board's sole employee. The Board Chair chairs the Personnel Committee. The Personnel Committee must have a minimum of three board

members, including the Board Chair. Non-board members cannot be committee members, but staff may be invited in an advisory capacity, on an as-needed basis. Specifically, the Personnel Committee:

- Works with the Board on making recommendations for recruitment.
- Reviews the Director's compensation.
- Conducts the Director's annual performance evaluation.
- Participates in the grievance procedure on issues pertaining to the Director.
- Oversees any other human resource matters relating to the Director.
- Consults with the Policy Committee on matters related to policies affecting the Director's conditions of employment.

(3.2) Ad-Hoc Committees

The board may strike Ad-hoc committees as needed.

Section 4 – Board Conduct

(4.1) Code of Conduct

The City of Camrose (CPL) Board Members Code of Conduct outlines the principles and standards of conduct that guide the behavior of the CPL Board and individual Board Members. CPL Board Members understand they have been entrusted with caring for one of Camrose's most cherished civic institutions.

CPL Board Members are committed to the vision, mission and values of the CPL and are dedicated to the highest standards of ethics, integrity, honesty and governance. A commitment to Intellectual Freedom should be an integral component of the decision-making process. Board Members recognize and understand their fiduciary responsibility and to protect the interests of CPL. Board Members are committed to upholding CPL's reputation and understand their individual actions, and those of the Board, influence CPL's standing as a trusted public institution.

(4.1.1) Serving the Community

Board Members will serve and be seen to serve Library users and their community in a conscientious and diligent manner. The Board and Library value and prioritize equity, diversity, inclusion and accessibility for all. The Board and Library are committed to ensuring patrons have a sense of belonging in library spaces and equitable access regardless of income, education, religious beliefs, ancestry, place of origin, race, family status, marital status, gender, gender expression, gender identity, sexual orientation, or physical or mental disabilities. Where limitations in service are unavoidable, any inherent inequality of service should

favour those residents least able to obtain alternate service. The Board acknowledges personal and collective commitment is required to achieve these values.

(4.1.2) Respect

Board Members will treat all Library users, volunteers, staff and fellow Board Members with respect. In the performance of their duties, Board Members will not harass, abuse, bully or intimidate others.

(4.1.3) Board Meetings

Board Members will honour the *Bylaws and Policies of the City of Camrose Library Board* and this Code of Conduct at Board Meetings. Board Members understand that these meetings are largely public. Portions of the Board meeting may be held in camera if related to labour relations, law enforcement, litigation, or other privacy considerations.

Board Members will refrain from direct involvement in Library operations. Any suggestions or concerns relating to operational issues will be communicated directly through the Director. The Board discusses and debates issues thoroughly in Board and Committee meetings but speaks with one voice in public. Only the Board Chair, Director, or persons designated by them provide information or answer questions from the media.

(4.1.4) Use of Library Facility and Materials

Board Members will only use Library land, facilities, equipment, supplies, services, staff or other resources for the business of the Library as set out in policy including *Bylaws and Policies of the City of Camrose Library Board*.

(4.1.5) Public Servants

Board Members understand Library staff, under the direction of the Director, serve the Board as a whole, and will respect the role of Library staff as public servants who provide professional and politically neutral advice to the Board. Staff should not be subject to undue influence, evaluation or review from any individual Member or faction of the Board. Accordingly, Board Members will not maliciously or falsely injure the professional or ethical reputation of staff. All Board Members will show respect for the professional capacities of staff.

(4.1.6) Privacy and Confidential Information

Each Member is responsible for understanding what information is confidential and to seek clarification before disclosure when unsure. Board Members will

respect the privacy of others and will not disclose or release by any means to any Member of the public, any confidential information acquired by virtue of their role at the Library. Board Members will maintain this obligation even after Board Members leave the Board.

Board Members will only disclose confidential information if required by law, or authorized to do so by the Board.

(4.1.7) Conflict of Interest

Board Members are committed to performing their roles with integrity, and will act in the public interest and not engage in conflicts of interest, both apparent and real. Their private interests, financial or otherwise, and the interests of their family, friends or organizations with which Board Members are associated, should never compete with their duties and responsibilities to the Library. Their private interests include the prospect or promise of a future benefit or advantage. Conflict of Interest concerns are further set out in the *Bylaws and Policies of the City of Camrose Library Board*.

Board Members will not accept payments or any other personal benefit:

- to make referrals to a person, partnership or corporation; or
- to act as a paid agent before the Board or a Committee of the Board.

Board Members are committed to the highest standards of transparency with respect to decisions that Board Members make on behalf of the Library, including the purchase of goods and services. Board Members will abide by the Library's financial policies.

When a Board member perceives that another Board Member has a conflict of interest, which has not been declared, the Board member may request the Chair to rule. While the Chair determines whether or not a conflict exists, all debate on the issue before the Board will cease. If the Chair rules that a conflict exists, the Board Member shall not engage in discussion, or vote, and shall leave the meeting or part of the meeting during which the matter is under discussion. In the event that the Chair has a conflict or perceived conflict the Vice-Chair will fulfill the role of investigating and ruling on the conflict.

(4.1.8) Gifts

Board Members will remain free from any improper influence, or the appearance of improper influence, in the performance of their duties. When outside individuals or organizations give Board Members gifts in connection to their position at the Library, they will only accept gifts that:

- are infrequent and the value is reasonable;
- arise out of activities or events related to the Member's official duties;
- are within the normal standards of courtesy, hospitality or protocol; and

- do not compromise or appear to compromise the integrity of the Member or the Library.

(4.1.9) Improper Use of Influence

Board Members will not use their positions at the Library to improperly influence others for private gain or to gain preferential treatment for their family, friends or organizations with which Board Members are associated.

(4.1.10) Political Neutrality

Board Members, serving as Board Members, will not use Library facilities, equipment, supplies, services (including staff services) or any other resources for political election campaign, campaign-related activities or any other lobbying activities not approved by the Board. However, Board Members are also citizens and may use Library facilities, equipment, supplies, services (including staff services) or any other resources as any citizen could do but without any reference to their position as a Board Members.

Board Members will not use a position of authority at the Library to compel staff or volunteers to engage in partisan political activities.

(4.1.11) Compliance with Policies, Procedures and Legal Requirements

Board Members must comply with all laws, legislation and regulations in addition to Library bylaws, policies, procedures and decisions of the Board.

(4.1.12) Accountability & Compliance

All Board Members are accountable for adhering to this Code of Conduct. Termination of Board Membership (as specified in *The Alberta Libraries Act*) may occur at the conclusion of the appointed term; after three consecutive missed Board meetings not pre-authorized by the Board; by a decision of Council; or by resignation. The Board may also vote to request the Board Member's resignation, or make a recommendation to Council to remove the Board Member, should there be a violation of the Code of Conduct.

Section 5 - Related Policies and Documents

[Alberta Libraries Act](#)

[Alberta Libraries Act: Libraries Regulations](#)

[Bylaws and Policies of the City of Camrose Library Board](#)

[Canadian Bill of Rights](#)

[Canadian Charter of Rights and Freedoms](#)

[Library Board Basics: A Handbook for Library Board Members and Managers](#)

[Board Member Handbook](#)

DRAFT

Governance

Governance Principles

The Camrose Public Library Board shall be formed in accordance with the *Alberta Libraries Act* and shall be hereinafter referred to as the “Board”.

As outlined by the Canadian Bill of Rights and the Canadian Charter of Rights and Freedoms, all persons in Canada have a legal right to intellectual freedom. The Camrose Public Library employees and employers are responsible for developing and maintaining that freedom. The role of the library is to provide the resources for intellectual freedom to thrive, allowing free expression and recognizing difference.

The Board is the governing, authoritative body whose main focus is the outward vision and long-term goals of the Camrose Public Library. The Board’s priority is to determine the Library’s Vision, Mission, Beliefs, Goals, and Objectives and to monitor its performance. The Governance Policy defines and guides appropriate relationships between the Library’s board and its director. The role of the Board is to collectively make decisions, encouraging diversity while maintaining compliance legally and with their policies. The Board is not concerned with managing the day-to-day operations of the Library. The Committees (Finance, Personnel, and Policy) are in place to assist the Board to function best; not to advise or assist staff in doing their job.

The Board leads through policy, using a framework which defines four categories of Board Policy: *Vision, Mission, Beliefs, Goals, and Objectives; Governance Process; Board – Director Relationship; and Director’s Parameters.*

Regular monitoring, assessment, and education will be done to ensure governing is being conducted properly by both existing and new members of the Board. To ensure commitment of Board members, discipline for matters such as attendance, governance principles, respect of roles, and support for Board decisions will be given.

The Board has one employee, the Director, who is accountable to the Board as a whole. The Board guides the Director to ethically and prudently determine the means to achieve the expected Vision, Mission, Beliefs, Goals, and Objectives. Upon approval of Board policy, the Director is empowered to make all further decisions immediately and automatically. The Board monitors the Director solely on the basis of organizational performance and written policies.

Policy development suggestions from the Board trustees or the Director are taken under consideration by the Board. Any new policy or changes in policies should be done at a single board meeting, with one motion. For reference purposes, the Board’s policy manual and old policy copies (including those eliminated, changed, amended, or approved) should be maintained and filed with Alberta Public Library Services.

Job Descriptions for Library Trustees

Role of Board and Trustees

The Board shall meet and deliberate at specific, regular times as determined by its members and in accordance with the Alberta Libraries Act. At minimum, the Board will meet four times per year, with a quorum of the Board consisting of those members present and voting.

The job of the Board is to achieve the library's Vision, Mission, Beliefs, Goals, and Objectives and to be an advocate for the Camrose Public Library. The Board also forms the foundation for policy development which defines the governance process, the Director's parameters, the Board-Director relationship and the long range benefits. It is the Board's role to create procedures providing for the orientation and ongoing development of trustees as they fulfill their fiduciary duties.

The Board must comply with legislation to develop an approved three to five year plan of service, a budget, an annual report, and audited financial statements. Existing policies should be reviewed or revised on a three year cycle, and new policies should be formulated when necessary. The Board defines payments and reimbursement of expenses for meetings, approved conferences, and workshops (see Finance Policy) and recognizes the contributions of long serving staff, volunteers, and trustees. Each year the Board elects a chairperson during the organizational meeting.

Role of Board Chair

The role of the Chair is primarily to ensure the integrity of the Board's process and secondarily, to represent the Board to outside parties.

The Chair upholds the Board's own policies and rules as well as those legitimately imposed from those outside the organization. The Chair also chairs Board meetings with all the commonly accepted powers including ruling and recognizing, but has no authority to make decisions beyond policies created by the Board. The Chair must be consistent with the Board's positions, policies (Governance Process and Board-Director Relationship policies), and resolutions when making decisions on behalf of the Board or when representing the Board to outside parties. It is the responsibility of the Chair to communicate with any member of the staff, Board or public when there are complaints or grievances regarding the Director. The Board, not the Chair, has authority to supervise/direct the Director. The Chair must also restrict meeting agendas and discussion and keep deliberations timely, fair, orderly, and thorough. The Chair acts as a voting ex-officio member of all committees. In the Chair's absence, the Vice-Chair will be responsible for fulfilling the Chair's duties.

Role of the Vice-Chair

In the Chair's absence, the Vice-Chair will be responsible for fulfilling the Chair's duties. The Vice-Chair is also responsible for:

- Annual trustee orientation
- Annual board evaluation
- Typically acts as ex-officio of the Finance Committee

- Undertakes any other duties assigned by the Chair

Role of the Recorder

The role of the Recorder is to record the minutes of all board meetings.

Finance Committee

The role of the Finance Committee is to supervise the financial affairs of the Library and keep the Board informed on the financial matters. The Finance Committee reviews the financial statements of the organization and compares it to the budget, making any necessary recommendations to the Board. Reviewing capital expenditure and establishing financial controls are both the responsibility of the Finance Committee.

Personnel Committee

The role of the Personnel Committee is to work with the Board on making recommendations for recruitment, compensation, performance evaluation, or any other human resources matters relating to the Director.

Policy Committee

The role of the Policy Committee is to create, develop, discuss, and review policy that guides the functioning of the Library.

Code of Conduct

The Board and its members shall operate in an ethical and professional manner, representing the Board in a positive light and taking no private action that will compromise the Board and its decisions.

Board trustees shall work in an ethical manner, avoiding personal or financial benefits at the expense of other library users. The trustees should attempt to work harmoniously with the Board, respecting the structure and views of the institution and Board members to work in the best interests of the institution. Confidentiality of library records is crucial and trustees must limit their trusteeship role to policy governance and advocacy.

Trustees are also expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations. Trustees should support intellectual freedom in the selection of library material. When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from the Camrose Public Library.

Annual Agenda

To accomplish its job outputs consistent with Board policies, the Board will follow an annual agenda. The agenda will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will engage in the following activities which include the following:

- approval of budget,
- Board orientation and education,
- Director's evaluation,
- election of officers and Executive Committee,
- ensure the submission of the annual grant application,
- organizational meeting,
- policy evaluation, review, & revision,
- review and approve of audited statements, PRL's Annual Report, and the Annual Reports for PRL's Library Service Points; review the Plan of Service, Board-Director Relationship, book allotment, Director's Parameters, Finance Schedules, governance process, investments, Vision, Mission, Beliefs, Goals, and Objectives.

Board-Director Relationship

All authority delegated from the Board to staff is delegated through the Director so all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Director. The Board will establish governance policies and will delegate the implementation and subsidiary procedure development to the Director.

The Board will:

- Direct the Director to achieve defined results, through Vision, Mission, Beliefs, Goals, and Objectives policies as established.
- Limit the latitude of the Director in practices, methods, conduct and other means to achieve the Vision, Mission, Beliefs, Goals, and Objectives only through establishment of policies.
- Authorize the Director to establish all further procedures, recommend new policy to the Board, make all decisions, and take all actions as long as they represent a reasonable interpretation of the Board policies.
- Monitor the Director's performance and it will be considered synonymous with organizational performance as a whole. Consequently, the Director's job contributions can be stated as performance in only two areas:
 - accomplishment of the Board policies on Vision, Mission, Beliefs, Goals, and Objectives,
 - compliance with the Board policies.

- Monitor organizational compliance with a given Board policy in one or more of three ways:
 - *Internal report*: Disclosure of compliance information to the Board from the Director.
 - *External report*: Discovery of compliance information by a disinterested, external auditor, specialist, or consultant who is selected by and reports directly to the Board. Reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
 - *Direct Inspection*: Discovery of compliance by a Board trustee, a committee, or the Board through inspection of documents, activities or circumstances as directed by the Board which allows a "prudent person" test of policy compliance.

Director's Parameters

The Director shall establish all further procedures within the Board's policies on Mission, Vision, Beliefs, Goals and Objectives to guide the day to day operation of the library.

Approval Date: May 2013

Amended: June 21, 2016 / June 18, 2019

Revision/Review Date: June 2022

Approval Signature: Elizabeth Luck

Camrose Public Library Board Chair

For Decision: Board Orientation and Professional Development

Issue:

Annually, the Board is expected to go through an orientation session, as well as professional development.

Background:

Board orientation is most frequently offered via a presentation by either Parkland Regional Library System, or the Public Library Service Branch. It is a 1-2 hour session that outlines governance and funding structures, and provides information about the Libraries Act and Regulations.

Additionally, the board requested Professional Development opportunities regarding AI in public libraries.

Orientation Option 1:

Parkland Regional Library Service provides the Board Orientation training.

Orientation Option 2:

Public Library Service Branch provides the Board Orientation training.

Considerations and risks for each option:

Option 1: PRLS focuses more on PRLS and library funding models, and less on the Libraries Act and Regulations.

Option 2: PLSB has a larger staff to library ratio than PRLS, and may take awhile to find an opening. Also, they do not have PRLS context and cannot answer questions relating to PRLS. They do have a thorough understanding of the legislation and will focus on that.

Financial Implications for each option:

There are no financial implications with either option.

AI Professional Development Option 1:

Perspectives on AI: Exploring Experiences with AI in Library Work – California State Library and California Libraries Learn.

<https://www.eventbrite.com/e/perspectives-on-ai-registration-1984088655579?utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-term=listing&utm-source=cp&aff=ebdsshcopyurl>

Description:

A free Library 2.0 mini-conference.



AI is reshaping libraries in ways that raise hard questions and real opportunities, and library workers are responding with everything from skepticism to excitement to alarm. This three-hour mini-conference, being held on Thursday, April 9, 10:30 am - 1:30 pm US-Pacific Time, is designed to honor that complexity so attendees can form their own informed, values-grounded view.

The mini-conference will explore AI from the angles that matter to library workers:

- Understanding risks and potential harms;
- Practical applications in library and administrative work;
- Research and information literacy;
- Leadership decision-making;
- Ethical considerations;
- Supporting patrons who are navigating AI in their own lives.

Please join us for a conversation that will be as broad and honest as the topic deserves.

AI Professional Development Option 2:

PLA Town Hall: Exploring an AI-assisted Future in Public Libraries – Public Library Association, a subsidiary of the American Library Association.

<https://vimeo.com/1158948566/43d89ff53c?share=copy&fl=sv&fe=ci>

Description:

On January 27, 2026, PLA President Dr. Brandy McNeil and other members of the new PLA Transformative Technology Task Force hosted a community town hall to help shape future planning and resource development that align with library values, address ethical considerations, and position libraries as leaders in responsible, people-centered innovation.

AI Professional Development Option 3:

The Public Library Branch Services' 2-day annual symposium will be discussing AI this year. The symposium calls on Albertan librarians and PLSB staff to talk about Albertan public library issues, projects and programs as they pertain to the annual topic. I do not have a list of speakers or topic specifics as they have not been released.

Considerations and risks for each option:

Option 1: 3 hour online event, happening April 9th 11:30am-2:30pm. Comes from an American perspective. Alyssa has registered for this event. Discusses an array of positive and negative perceptions.

Option 2: 1 hour recording. Comes from an American perspective. Seems to presuppose AI should be implemented. More of a focus on staff application. Best option regarding time consideration.

Option 3: This option will be the most specific to our location, and in-depth analysis of the three options. It gives us the opportunity to ask questions, and meet with other



libraries to see how they are managing the introduction of this new technology. It is a serious time commitment, with or without extensive travel. There is no virtual attendance.

Financial Implications for each option:

Option 1: No cost beyond time.

Option 2: No cost beyond time.

Option 3: Most expensive option.

Cost per person:

- \$375 for return flight (mileage estimated at \$630)
- \$800 for three nights at hotel
- ~\$270 for 3 days of meal allowance

While no official location has been announced, it could be located anywhere in Alberta and may require mileage/flights, hotels and food allowances. There is no admission charge for the symposium. This would require pulling from reserves as it exceeds our board PD budget.

Recommendations:

I would recommend option 1 if the board would like to balance saving time and resources, with sufficient comprehension of the subject to write policy. If the board would rather prioritize networking, an in-depth understanding of the subject and a local application over money, then I would recommend Option 3.

