

## **Board Governance**

The Board's general powers, duties, and responsibilities are defined in the Alberta Libraries Act, ch. L-11 RSA 2000, and The Libraries Regulation, AR 141/98. Board members 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 library's operations. As appropriate, the Board delegates authority to the Library Director.

### **I. THE ROLES OF THE BOARD:**

#### **A. Policy Management**

1. Ensure adherence to the Libraries Act and Regulations.
2. Submit reports to provincial and federal regulatory agencies as required.
3. Prepare and review policies.

#### **B. Strategic Planning**

1. Identify program and service needs through regular needs assessments.
2. Prepare a new Plan of Service every three to five years; evaluate the Plan of Service annually.

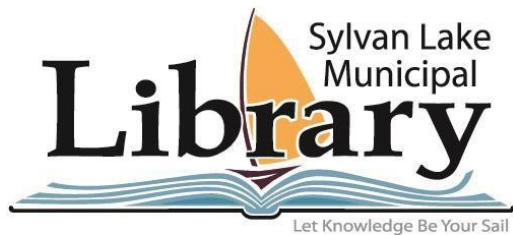
#### **C. Personnel Management**

1. Define roles, responsibilities, and functions of the Board and staff, including volunteers, through review and updates to the Personnel Policy.
2. Hire, evaluate, and terminate the Library Director.
3. Provide orientation and training for Board members.

#### **D. Financial Management**

1. Review insurance needs.
2. Review contracts for services as needed.
3. In partnership with the Town of Sylvan Lake, ensure that facilities and capital equipment are meeting user needs and are in good condition.
4. Generate the resources needed to implement policy decisions.
5. Establish budgeting and financial reporting systems.
6. Develop the budget and review it regularly.

#### **E. Advocacy**



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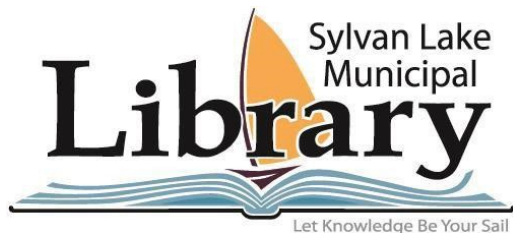
1. Represent the Library to the community.
2. Monitor government legislation and advise elected officials on the impact of current and proposed legislation on the Library.
3. Develop community awareness of the unique role the Library plays.

### **F. Evaluation**

1. Monitor Board effectiveness.

### **G. Appointment and Dismissal of Board Members**

1. Appointment of Board Members is made by the Town of Sylvan Lake.
  - a. When there is a vacancy, the Town will display it on their website and in the local newspaper.
  - b. When applications are received, the Town will provide the interested parties' applications to the Board Chair and Library Director to review. The Board Chair and Library Director will provide the application to the Board to review and collect feedback. Applications will be considered only if the applicant upholds the Mission and Vision of the Library.
  - c. After the Board has reviewed the application, the Board Chair and Library Director shall notify the Town to proceed with their internal process. If the Board does not wish to proceed with the application, a detailed reason must be provided to the Town.
2. The Board may appoint up to two non-voting board member representatives from the councils of the Summer Villages and/or the County of Red Deer for a one-year term from the date of appointment. This representative will not contribute to the overall count of board members.
3. Each Board member is expected to attend Board meetings and notify the Board Chair if they will be absent. If a Board member fails to attend three consecutive meetings, without notification to the Board Chair or the Board, or 4 regular meetings within a year (November to October), they will be considered to have resigned and will promptly be dismissed from their Board position.
4. Dismissal of a Board member may also occur if a Board member repeatedly fails to meet the duties or requirements of their Board position or has engaged in the act of violence or harassment (as defined by Alberta's



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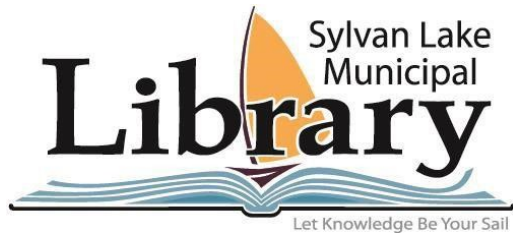
Occupational Health and Safety (OHS) Act) against any Sylvan Lake Municipal Library employee or Board member.

5. The process for dismissal may include the following:
  - a. An additional Board meeting with all parties present. This should be held with the complainants, the defendant, and the remaining Board members to facilitate open discussion of the issue and present any evidence that may corroborate the allegation/s. The burden of proof lies with the complainant/s. If Board members agree that the evidentiary support was not made in bad faith, found not to be arbitrary or discriminatory, and is not unfounded, a written warning to the defendant will be issued.
  - b. If the behaviour is not corrected and is repeated within the defendant's remaining term on the Board, an emergency subsequent Board meeting will be held, in which the dismissal of the defendant will be voted upon. If a quorum majority is reached, a recommendation for dismissal will be sent to the Town of Sylvan Lake Council.

## **II. DUTIES OF THE BOARD CHAIR**

The Board Chair will be elected in November. The duties of the Board Chair will include, but are not limited to:

1. Chair the meetings for the Board, ensuring quorum is met (50%+1), keeping the Board's discussion on topic, and keeping deliberations timely, orderly, and thorough.
2. Orient the new Board Chair and any new Board members.
3. Act as a spokesperson or media liaison.
4. Provide leadership to the Library Board.
5. Uphold and ensure the Board adheres to its bylaws and policies
6. Encourage Board members to participate in meetings and activities.
7. Keep the Board's activities focused on the organization's mission.
8. Evaluate the effectiveness of the Board's decision-making process.
9. Make sure that committee Chairpersons are appointed.
10. Periodically conduct Board evaluations.
11. Recognize the contributions of the Board members to the Board's work.
12. Promote the Library's purpose in the community, to the government, and the media.



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13. Sign documents, including all minutes, as required.
14. Develop meeting agendas in consultation with the Director and/or Chair.
15. Sign all Board correspondence to provincial, federal, or municipal officials.
16. Provide direction/supervision to the Library Director on behalf of the Board.
17. Communicate with any member of the staff, Board, or public if there are complaints or grievances regarding the Library Director.
18. Is a voting ex-officio member of all Board committees.
19. Consult with the Library Director in the preparation of the Annual Report.
20. Possess a thorough understanding of the Libraries Act and Regulations.
21. Conduct an exit interview with Library staff as required.
22. When calling a meeting is inappropriate or prevented by time constraints, the Chair has the authority to put the item in question to a vote electronically (via email) to be ratified at the following meeting.

### **III. DUTIES OF THE VICE CHAIR**

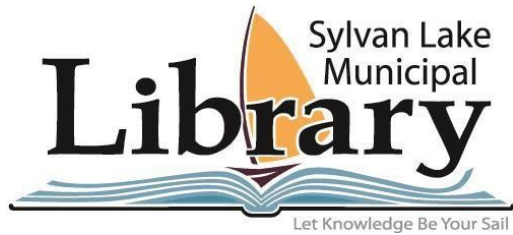
The Vice Chair will be elected in November. The duties of the Vice Chair will include, but are not limited to:

1. Act as Chair in the absence of the Board Chair.
2. Orient new Vice Chair and new Board members if Board Chair is unavailable.
3. In the absence of the Secretary, minutes will be taken by the Vice Chair.
4. Act as an alternate spokesperson or media liaison.
5. Learn the duties of the Board Chair and keep informed on key issues.
6. Undertakes any other duties assigned by Board Chair.
7. Typically acts as ex-officio of the Finance Committee.

### **IV. DUTIES OF THE TREASURER**

The Treasurer will be elected in November. The duties of the Treasurer will include, but are not limited to:

1. Chair the meeting in the absence of the Board Chair and Vice Chair until a new Chair is elected.
2. Orient the new Treasurer.
3. Review financial statements monthly.
4. Report monthly to the Board on the financial state of the Library.
5. Chair the Budget Committee.



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6. Meet with the accountant as necessary to review the Library's financial procedures.
7. Review monthly expenditures and revenue for significant variance with the Library Director.
8. Request and review the Director's timesheets for accuracy, at least quarterly.

### **V. DUTIES OF THE SECRETARY**

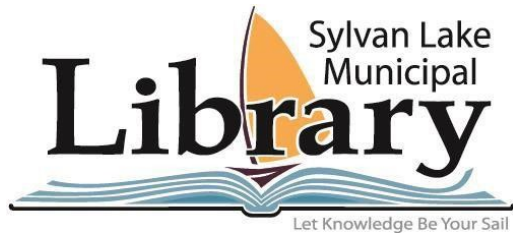
The Secretary will be elected in November. The duties of the Secretary will include, but are not limited to:

1. Chair the meeting in the absence of the Board Chair, Vice Chair and Treasurer.
2. Orient the new Secretary.
3. In the absence of the Secretary, minutes will be taken by the Vice Chair.
4. Record minutes of regular Board meetings.
5. Record minutes at special meetings of the Board, as requested by the Board Chair.
6. Provide a copy of the minutes to the Library Board and the Library Director in appropriate electronic and document formats no later than one week following the meeting.
7. Review all Board Correspondence and bring pertinent information forward to the Board.

### **VI. POLICY REVIEW**

The Sylvan Lake Municipal Library is committed to reviewing and updating policies on a 2-year schedule. They will ensure all policies are current and reflect the current services and vision of the library. This will also ensure that the library is meeting the changing needs of its patrons and operating efficiently and effectively.

#### **A. Process for Review**



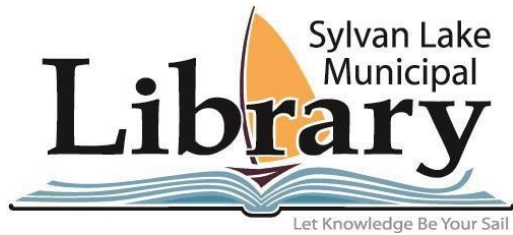
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1. The Library Director will work with the Board to review and draft all policies.
2. The draft policy will be submitted to the Board as an item for discussion. The Board will discuss the policy, and the Library Director will make any changes that need to be made.
3. After board discussion and necessary changes are made, the draft policy will be submitted to the board as an item for decision at the next meeting.

### B. Review/ Board Schedule

<b>Year 1: Month of Discussion</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Collection Development</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Programming</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Communication</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Program and test room</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• FOIP</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>
<b>July/August</b>	No Meeting
<b>September</b>	<b>Budget</b> <ul style="list-style-type: none"> <li>• No Policy Review</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Finance Policy</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Personnel Committee</li> </ul>
<b>December</b>	No Meeting

<b>Year 2: Month of Discussion</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Circulation</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Behaviour in the Library</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Resource Sharing</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• General Bylaws</li> <li>• Safety and Use Bylaw</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Records Retention</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Staff Development Tuition Reimbursement</li> <li>• Board Governance</li> </ul>
<b>July/August</b>	No Meeting
<b>September</b>	<b>Budget</b>



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	<ul style="list-style-type: none"> <li>• No Policy Review</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Orientation and Education of Board and Employees</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Gifts and Donations</li> <li>• Hours and Days of Operations</li> </ul>
<b>December</b>	No Meeting

Date approved: May 9, 2018  
Board Chair: Dwayne Stoesz

Revised: March 9, 2022  
Board Chair: Deborah Parry

Revised: May 10, 2023  
Board Chair: Briana Darbyshire

Revised: November 8, 2023  
Board Vice Chair: Alexandra Lambert