

LIBRARY BOARD POLICY

Approved: March 20, 2002; Revised: October 26, 2005

1. The Library operates under the provisions of The Library Act of British Columbia and its amendments and regulations.

Composition of the Board

- 1.1 The Board shall be composed of an uneven number of members, not fewer than 5 or more than 13 as follows:
 - A member from the Trail City Council
 - Two members from the Village of Warfield
 - The remainder to be people appointed by the City of Trail according to their criteria.

Elections

- 1.2 At the January Board meeting of each year, the Chair and Vice-Chair shall be elected. A vacated position will be filled by majority vote of the remaining members of the Board; this Board-elected member will serve until the next annual election.

Standing Committees

- 1.3 At the January board meeting of each year, the Chair shall poll its members for interest, and then designate a Chair and members for each of the following standing committees:
 - a. Finance Committee
 - b. Policy & Planning Committee
 - c. Personnel Committee

Library Board Policy

The committee Chair calls the meetings, but a committee may also meet on the call of two of its other members. The committee Chair acts as secretary for taking minutes, and also has the right to make and debate motions, and is usually the most active participant on the committee. The committee Chair is responsible for reporting to the Board at the Board meetings.

- 1.3.1 The Finance Committee Chair is always the Treasurer. The Committee meets monthly, and reports to the Board monthly.
 - 1.3.1.1 This committee consists of at least the Chair, plus 1 other member who is not ex-officio.
- 1.3.2 The Policy & Planning Committee meets monthly and reports to the Board monthly.
 - 1.3.2.1 This committee consists of at least the Chair, plus 1 other member who is not ex-officio.
- 1.3.3 The Personnel Committee meets monthly and reports to the Board monthly.
 - 1.3.3.1 The Personnel Committee must have, at least, a Chair, and two other members who are not ex-officio.
- 1.3.4 The Board Chair is an ex-officio member of all committees, who has the right, but not the obligation, to participate in the meetings and is not counted for determining the number required for a quorum. The Board Chair may exercise the right to vote in the event of a tie vote.
- 1.3.5 The Library Director is an ex-officio member who attends all meetings, takes notes, and does not vote, and is not counted for determining the number required for a quorum.
- 1.3.6 Each Board member must be a member of at least one committee.
- 1.3.7 Non-committee Board members may opt to participate in a committee for a short time, if they have a special interest or expertise or point of view regarding a particular issue that is being deliberated. This option helps to confine the debates mainly to the committees, rather than deliberating contentious issues at large at a Board meeting.

Library Board Policy

- 1.3.8 A standing committee may appoint subcommittees, which are responsible to and report to the standing committee, and not to the Board. Subcommittee members consist of members of the committee, and may also consist of members from the community. It is formed to assist in accomplishing a specific task and dissolved when the specific task is accomplished.

Ad Hoc Committees

- 1.4 The Board may set up an Ad Hoc Committee at any time, via a motion at a Board meeting, to assist the Board in accomplishing a specific task. The Ad Hoc Committee is dissolved once its final report is submitted/accepted to/by the Board. For example, a Nominating Committee (set up few weeks before the January meeting & dissolved at the January meeting) would be an Ad Hoc Committee.
 - 1.4.1 The committee Chair calls the meetings, but a committee may also meet on the call of two of its other members. The committee Chair acts as secretary for taking minutes, and also has the right to make and debate motions, and is usually the most active participant on the committee. The committee Chair is responsible for reporting to the Board at the Board meetings.
 - 1.4.2 An Ad Hoc Committee appointed to implement an order of the assembly should be small and consist of only those in favour of the action to be carried out.
 - 1.4.3 An Ad Hoc Committee appointed to deliberate or investigate should be larger and should represent all points of view, as far as possible.

Legal Responsibility

2. The Trail & District Public Library is under the jurisdiction of a library board called the Trail & District Public Library Board constituted under the terms of the Library Act of British Columbia. The Board has legal responsibility for the Library and is its policy making body.
 - 2.1 The Board shall endeavor to meet monthly.
 - 2.2 The Board shall have the right to call In-camera meetings to discuss sensitive matters.

Library Board Policy

- 2.3 The Board shall prepare and present a preliminary budget before November 30 to the Municipal Council. This is to be a detailed estimate of the monies required by the Board for the ensuing fiscal year.
- 2.4 Signing authority will be given to the director, the chair, the vice-chair of the Board and the chair of the Finance Committee and an additional board member if necessary. At least two signatures must be on every cheque. The Director has single signing authority for any internal transactions at any financial institutions at which the library has an account.

Policy Recommendations

3. The Director has responsibility for recommending policies and for bringing to the attention of the governing body the desirability of formulating policies.

Meritorious Service

4. The Library Board can allocate money to be used to recognize meritorious service of members of the Board.

Parking

5. Board members will be given passes for free parking in the Victoria Street parking lot. These passes must only be used when on Board business.

Appreciation Meeting

6. The appreciation meeting in December of each year will be a dinner or lunch meeting.