

## SECTION 4: A

## Sheep River Library Board

### Policy:

### Terms of Reference

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- i. Name:  
Sheep River Library
  
- ii. Governance Bylaw:  
The Sheep River Library Board will establish governance policies to provide quality service to its community and to provide a framework for the day-to-day operations of the Library based on sound professional, legal and management principles. The Board will establish and be accountable for its Vision, Mission and Goals and will create and regularly review the organizational framework, self-governance and operations policies.
  
- iii. Key Duties and Responsibilities:
  - manage the affairs of the Library diligently
  - prepare annual reports for the Minister and town councils
  - create the 5 Year Plan of Service
  - prepare an annual budget to operate and manage the Library
  - establish accounting practices which are reviewed and audited annually
  - oversee bookkeeping and accounting; and monitor monthly financial statements
  - develop governance bylaws, policies, procedures and operational guidelines
  - develop personnel guidelines, Board job descriptions and Library Manager job description
  - approve staff and volunteer job descriptions and volunteer guidelines
  - develop the collection management policy and oversee management procedures
  - establish hours of operation with Library Manager
  - develop fundraising, advocacy and communications strategies
  - keep Minutes of regular and committee meetings, motions, resolutions, discussions, attachments, outcomes and policy changes
  
- iv. Composition and Appointments:  
The Board consists of 10 members, 4 appointed by the Town of Turner Valley, 4 appointed by the Town of Black Diamond and one Council representative from each town. Board terms are determined and approved by the towns with respect to The Alberta Libraries Act. The Board reports to both towns.
  
- v. Meetings:  
Meetings are scheduled for the second Thursday of the month from September to June. Committees will meet as needed to fulfil their goals.  
Meetings will be run according to Roberts Rules of Order.

vi. Resources:

Financial resources are available from both towns, the Province, Marigold Library System and Library operations revenue line items.

Further financial resources may be available from Friends of the Sheep River Library Foundation, Federal and Provincial Grants and other funding opportunities.

vii. Specific Annual Objectives:

The Board is responsible for developing a 5 year Plan of Service which is available for viewing at the Library. Annual objectives and outcomes from this plan are identified in the Annual Report which is presented to the Province and each council.

viii. Reports and Target Dates:

Committees shall be formed as needed with clearly identifiable purpose, goals, members, budget, reporting process and timelines. All committee progress is reported back to the Board at monthly meetings.

ix. Review and Evaluation process:

The Annual Report will be reviewed at the February Board meeting. Board positions will be ratified at the February Board meeting. In the event that two or more people want a Board position a Board vote will be held.

x. Recognition and Thanks:

Trustees receive free Library membership throughout the duration of their time on the Board. At least one Volunteer Recognition event will be held annually to celebrate the contribution of volunteers.

Approved: July 25, 2013

**Policy:****Code of Ethics**

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By agreeing to serve on the Library Board, a Trustee has accepted a public trust to maintain, preserve, and develop the resources, programs and services to the benefit of this and future generations.

Trustees will ensure that patrons have access to the highest quality Library services possible. That each patron has access to the most complete Library service possible and where limitations in service are unavoidable, any inherent inequality of service should favour those patrons least able to obtain alternate service.

Library Trustees shall observe ethical standards with truth, integrity, and honour.

Trustees shall avoid situations where personal advantage or financial benefits may be gained at the expense of other Library users. Trustees shall distinguish between their personal views and those of the institution by respecting the position of the Board, even though they may disagree.

Trustees shall respect the confidential nature of Library records.

Trustees shall respect the requirement of both the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.

Trustees shall treat fellow trustees, committee members, employees, volunteers and members of the public with respect, honesty and fairness.

Trustees shall be knowledgeable about legal and policy issues applicable to Libraries as outlined by the Alberta Libraries Act and Libraries Regulations and follow best practices as outlined by the Alberta Trustees Association.

Approved: July 25, 2013

**SECTION 4: C****SRL Board**

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## Policy:

## Trustees

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The Libraries Act and Libraries Regulations establish the legal infrastructure for provision of Library service at the intermunicipal level. Local governments establish Library Boards by municipal bylaw giving them complete control and full management responsibilities.

Process for Trustees joining and leaving the Board:

When a vacancy arises on the Library Board, notification of the vacancy will be made public. All applicants fill in the forms and submit them to the appropriate town. An applicant, with Library Board approval, will be appointed by the town to fill the vacancy.

Trustees serve for a period of a three year term of appointment and may continue for an additional two terms of office. Additional three year terms beyond the 9 years are at the discretion of the appointing councils.

Termination of a trustee volunteer may occur at conclusion of the appointed term(s) or after three consecutive missed meetings not authorized or excused by the Board, or by resignation for personal reasons during the period of appointment or as per the Volunteer Policy.

Trustees:

- i. should be interested in Libraries, willing to serve, and committed to the Vision and Mission statements of the Board and will be a card holder of the Sheep River Library
- ii. shall attend the ten regular monthly meetings, attend workshops and conferences as they become available especially those put on by the Province explaining legal responsibilities
- iii. shall become actively involved in trustee governance
- iv. shall be willing to serve as Chair or a member on Board committees such as Financial, Personnel, Advocacy, and Fund Development and be willing to take a Board position such as Chair, Treasurer, Secretary, Marigold Representative
- v. will assume responsibility for their personal development through:

- continuing education opportunities offered by provincial, national and regional Library organizations
  - taking part in the provincial Trustee Training workshops
  - understanding the Marigold Library System organization and management
  - helping to educate other trustees
- vi. participate in policy formation and evaluation, discussion of issues, development of operating procedures and monitoring of programs and services

Approved: July 25, 2013

## Procedure:

## Responsibilities of Board Positions

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- i. Board Chair
  - provides leadership to the Board
  - ensures that the Board meets the requirements of trusteeship
  - reports to the Intermunicipal Councils regularly
  - completes the annual report for the ministry and Public Libraries Services Department
  - chairs Board meetings; encourages input from all, ensures issues are clearly set out and summarizes discussion for inclusion in Minutes along with itemized actions
  - pursues knowledge of Board responsibilities, guides problem solving process if necessary
  - prepares Agenda for Board meetings with input from Trustees, committee chairs, senior staff, and communications as they arise
  - ensures that the Plan of Service and Board Plans are followed, and that policy and by-laws are adhered to
  - ensures that proper records are kept
  - signs adopted Minutes of meetings and approved policies
  - is responsible, along with staff, for building security
  - co-signs cheques and is on record at local bank with signing authority
  - represents the Sheep River Library Board at Marigold meetings
  - Chair is ex-officio to all committees
  - when appropriate the Chair may open the floor to guests for discussion
  
- ii. Secretary
  - records Minutes of Board meetings
  - maintains a file of original Minutes, reports, policies, and correspondence
  - ensures Trustees receive Minutes, reports, etc
  - makes sure Board files are available at meetings
  - brings required materials to meetings such as Board manual, reports, minute books
  - prepares list of Board contacts with names, positions, contact information

### Minutes

- name of Board, type of meeting (regular, special, planning, subcommittee) day, month, time, names of those present, absent and who sent regrets also names of guests
- any agenda changes and/or acceptance and Minute approval
- correspondence noted and ensuing discussion

- items of information that happened between meetings, if not already in one of the agenda items
- Business Arising from previous Minutes and resulting action/decisions
- a comprehensive summary of issues presented and decisions reached
- all motions including who made the motion, who seconded the motion and whether the motion carried or not
- assignments and required actions with names and deadlines
- position and committee reports
- review of activities undertaken since last meeting and new actions that arise from discussions
- name and position of recorder
- signature of Chair presiding at meeting at which they were approved

iii. Treasurer

- chairs Finance committee
- sets up and monitors bookkeeping and accounting
- is familiar with current accounting practice
- is familiar with applicable legislation
- submits financial summary and status report to Board meetings
- has, with two or three others, signing authority for Library bank accounts
- prepares the annual financial report with Library Manager
- ensures that the annual report required by the government is properly prepared, audited or reviewed, and submitted
- handles all requirements and reports outlined in the Finance section
- helps present the Board's budget and estimate of funds to Councils

iv. Personnel Chair

- is aware of personnel and volunteer management legislation
- helps develop staff and volunteer management policies
- chairs the Library manager annual review with the Board Chair
- assists Library Manager with staff review process
- suggests to Board, with advice of Treasurer, possible annual increments
- reviews legislation for holiday pay, time off, time in lieu, benefits and makes suggestions to Board
- monitors volunteer involvement and assists with development of job descriptions
- assists with planning and implementation of volunteer recognition
- Orientation of Trustees is the responsibility of Personnel Committee
- may act as Chair if Board Chair is absent

v. Funds Development Chair

- collaborate with Trustees and Library Manager to create a funds development plan which increases revenues to support the strategic direction of the Library
- implement the funds development plan including policies and which subscribe to principled fundraising practices
- monitor and evaluate all fundraising activities to ensure that the goals are being achieved
- monitor trends in the community and region and adapt fundraising strategies as necessary
- work with the Friends of the Sheep River Library Foundation
- develop and maintain a database of grants and their submission deadlines
- prepare and submit grant applications as outlined in the funds development plan to generate funds for the Library
- oversee the planning and execution of special fundraising events as specified in the plan to generate funds for the Library
- identify and develop corporate, community and individual prospects for the Library's fundraising priorities
- oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information and maintain the policies for Donor Recognition
- in consultation with the Chair and Trustees recruit, interview and select well-qualified volunteers to serve on the Funds Development Committee or to participate in events
- prepare budgets for fundraising activities including details on receipts, submitting financial reports to the Treasurer of the Board of Trustees on a monthly basis if required
- may act as Chair if Board Chair is absent
- Chair is absent

vi. Advocacy Chair

*To be developed*

vii. Committees

Committees are a good way to draw community members and specific expertise into the work of the Board, to tap into the resources of the community, and to generate interest and enthusiasm. Committees may be made up of trustees, staff, volunteers and members of both communities. At least one committee member must be a Board member to maintain connection and continuity. The mandate for any committee comes from the Board.



Types of Committees:

- Standing Committee  
on-going; structured by the Board; accountable to the Board to deal with Board functions
- Ad Hoc Committee  
established on either short or long term basis; authorized by the Board for a specific task; accountable to Board

Each committee requires the following:

- a name
- the type of committee
- duration, objectives and timeline of deliverables
- meeting schedule and/or frequency
- general purpose
- key duties and responsibilities
- membership and how appointed
- chair
- budget
- authority and decision making
- process for record keeping and reporting

Records and reporting

- committee chair will update the Board at each Board meeting
- final report will be presented to the Board for ad hoc committees when the task is complete
- records of the ongoing process and the final report are kept permanently.

Approved: July 25, 2013

**SECTION 4: E**

**SRL Board**

**Procedure:**

**Trustee Orientation and Education**

Each new Trustee will receive a Policy Manual and a current Plan of Service.

Orientation of Trustees is the responsibility of the Personnel Committee.

The orientation will include:

- tour of the Library premises, explanation of where the Board reference material, past records, policy manuals, etc are located
- introduction to the Policy Manual
- introduction to the Plan of Service
- overview of the Annual Reports
- overview of current financial polices and routine financial reports
- review of the Marigold Library System's Handbook
- review of any Sheep River Library honoraria available to Trustees for conferences and workshop attendance
- information about meetings, rules of order, Trustees' Workshops, conferences and other resources for trustees including the Alberta Library Trustee Association (ALTA) website [www.librarytrustees.ab.ca/trustee-learning/grow-as-a-trustee/knowning-your-local-library](http://www.librarytrustees.ab.ca/trustee-learning/grow-as-a-trustee/knowning-your-local-library) and Marigold Library System [www.marigold.ab.ca/content/orientation-notes-new-board-members](http://www.marigold.ab.ca/content/orientation-notes-new-board-members)
- meet the Library staff
- meet the President of the Friends of the Library Foundation
- overview of Library collections and Library services
- overview of Library partners and supporting organizations
- a list of Trustees, key staff persons and contact information

Approved: July 25, 2013

**SECTION 4: F**

**SRL Board**

**Policy:**

**Policy Making**

The Board, given the authority under the Alberta Libraries Act for the management of Sheep River Library, assumes with that authority the duty for developing policies related to the framework, governance and operation of the Library. The Board recognizes that the development of policy is a process for providing effective parameters and guidelines for action of all committees and staff. The Board expects all staff to be knowledgeable of those policies that relate to their duties and actions. Operational policies will be set out in the Sheep River Library Policy Handbook. Existing policies will be reviewed on a planned, regular basis by the Board which includes the Library Manager. New policy suggestions may arise through new developments and activities, by staff and membership input, in cooperation with Marigold or other regional initiatives.

#### Organizational Channel for Policy Making:

- i. Initial suggestions for policy development may come from staff, Trustees, committees of the Board, members of the community, the province, Marigold and/or other regional systems.
- ii. All policies suggested by any of the above will come to the Board for review to determine possible changes or alterations to existing policies or the establishment of a new policy.
- iii. All policies and changes to them shall be submitted to the Board prior to a regularly convened Board meeting. After discussion at a meeting, changes may be approved by means of a motion and recorded in the Minutes of that meeting. New policies may have approval of first, second and third readings at a regularly convened Board meeting with the results duly recorded in the Minutes of that meeting.
- iv. All approved policies shall be given a title and shall be signed by the Board Chair, indicating the date of approval. Copies of the approved policy shall be distributed to all Trustees and kept in the binder in the Library that all staff and volunteers have access to.
- v. As the need arises, annually at a minimum, the Library Manager shall make recommendations to the Board regarding policies to remain in effect, or to be revised, added or deleted.

- vi. The Library Manager is responsible for implementation of policy as it relates to administration of services.

Approved: July 25, 2013