

TITLE: Town of Ponoka Library Board Policy		
COMMITTEE: Internal Topic: Board of Directors	Passed: April 1, 2018 Amended: March 28, 2022	Review Period: Every 5 years Date of Next Review: 04/16/2024

TOWN OF PONOKA LIBRARY BOARD POLICY



Terms:

The Board shall mean the Town of Ponoka Library Board

The County shall mean Ponoka County No. 3

The Town shall mean the Town of Ponoka

1.0 APPOINTMENT OF TRUSTEES TO THE BOARD

1.1 The Ponoka Jubilee Library Board shall consist of nine (9) trustees:

- a. One trustee of the Town Council appointed by the Town Council.
- b. One trustee of the County Council appointed by the Town Council
- c. Seven (7) trustees (residents of the Town or County of Ponoka), appointed by Town Council.

1.2 All trustees shall have full voting rights on all matters before the Board.

1.3 Terms of office for each trustee shall be for a period of up to three years. A member of the Library board is eligible to be reappointed for two additional consecutive terms of office.

1.4 In the event that a vacancy occurs during the year, a new appointment shall be made within four weeks of the vacancy arising.

1.5 Any trustee of the Board who is absent for three (3) consecutive regular meetings of the Board without due cause shall automatically forfeit office.

1.6 Members shall retain office until their respective successor is appointed.

1.7 Any trustee resigning from the Board shall notify the Chair of the Board in writing who in turn will request that the Town Council appoint a replacement.

1.8 All new Board trustees will be given an orientation by the Chair, which will include the operations of the Library and the expected duties of each trustee. New trustees will also be familiarized with Board by-laws, policies and sources of funding, the current Libraries Act and the Alberta Library Trustees Association handbook. Trustees are expected to complete Public Library Service Branch's Board Basics Workshop within the first year of their term.

1.9 Board vacancies shall be publicly advertised and all applications shall be considered before an appointment/reappointment is made. The responsibility for the advertisement, payment, and selection of board members lies with the Town.

2.0 OFFICERS OF THE BOARD

In January of each year, the Board shall elect a Chair, Treasurer, and Secretary. The Treasurer shall also act as Vice-Chair. All other members will be Members-at-Large.

3.0 EXECUTIVE POSITIONS

Members of the Board shall be elected to executive positions at the annual organizational meeting. Executive positions shall include a Chair, Treasurer, and Secretary.

The duties of the Chair will include:

- chairing Board meetings
- representing the library in public
- representing the library to Town of Ponoka and County of Ponoka Councils
- calling special meetings or cancelling regular meetings as necessary
- serving as ex-officio member of all committees

The duties of the Treasurer/Vice-chair will include:

- assuming the Chair's duties in absence of the Chair
- preparing an annual budget with the Library Manager to present to the board for approval no later than September of each year
- monitoring monthly budgets and reports to the Board
- overseeing all grant applications made by the Library Board

The duties of the Secretary will include:

- taking clear, concise and accurate minutes of all meetings
- having minutes prepared no later than two weeks after Board meetings
- receiving and preparing correspondence as directed by the Board
- ensuring that minutes and information from all meetings are maintained and filed

The Town Council Representative appointed by the Mayor will serve as liaison between the Board and the Town Council.

In addition to the executive positions, the Board may establish ad hoc committees as required. The Library Manager shall be an ex-officio member of all ad hoc committees established by the Board.

4.0 POWERS OF THE BOARD

4.1 The Board is the governing, authoritative body and its main focus is the outward vision and long-term goals of Ponoka Jubilee Library. The Board's priority is to determine the Library's vision, mission, beliefs, goals, and objectives and to monitor its overall performance. It is essential to maintain appropriate relationships between the Board and the Library Manager. The role of the Board is to collectively make decisions, encouraging diversity while maintaining legal compliance. The Board is not concerned with managing the day-to-day operations of the Library such as advising or assisting staff performing their duties.

4.2 The Board has full management and control of the library and shall organize, promote and maintain comprehensive and efficient library services in Ponoka and may co-operate with other boards and libraries in the provision of those services.

4.3 Board responsibilities shall include staffing the Library Manager position and creating policies that allows the Manager and staff to perform their duties as desired.

4.4 After receiving approval for the yearly budget the Board shall be responsible for all decisions affecting financial matters.

5.0 MEETINGS OF THE BOARD

5.1 The Board shall meet monthly with the exception of July and August. Additional meetings may be called at the discretion of the Board Chair. Meetings of the Board shall be open to the public. Individuals or groups may make presentations to the Board on any subject, provided the topic has been placed on the agenda, which is approved by the Board.

5.2 If a trustee misses three consecutive meetings, they shall be deemed to have resigned unless such absences are approved by a Board vote.

5.3 The Library Manager will prepare the meeting agenda and all relevant material for the board meetings. Board members will review material prior to meetings so as to be prepared.

5.4 Board meetings shall begin with a Treaty 6 land acknowledgement.

5.5 A quorum shall consist of a minimum of four board members.

6.0 POWERS OF THE EXECUTIVE

The Chair shall have the power to act on behalf of the Board between regularly scheduled meetings upon consultation with other Board members. In the absence of the Chair, the Treasurer will assume this authority.

7.0 BOARD COMMITTEES

The Board shall have the authority to establish any ad hoc or standing committees it deems necessary. All committees thus established will be responsible to the Board. The Chair shall serve as ex-officio member of ad hoc committees.

8.0 MINUTES

Board meeting minutes will be recorded by the Secretary. Board approved minutes shall be signed by the Chair. All minutes will be available to the public on the Library's Website (ponokalibrary.prl.ab.ca) and hard copies are available upon request.

9.0 COMMUNITY RELATIONS

To develop good public and community relations, the Library Board will follow, among others, these practices:

- 9.1 Seek to staff the Library with courteous and efficient individuals.
- 9.2 Seek ways to make the public aware of the services of the Library by utilizing all news media to bring the Library and its activities to the attention of the public.
- 9.3 Cooperate with other agencies in the areas of education, recreation, and fine arts, and especially to work with the Town of Ponoka.
- 9.4 Provide programs and facilities for the public so that the public may regard the Library as the centre for educational and cultural activities.
- 9.5 Cooperate readily with other libraries and with the Ministry of Municipal Affairs of the Province of Alberta.
- 9.6 Encourage trustees and staff to participate in public activities as representatives of the Ponoka Jubilee Library.
- 9.7 Make access to the Library Board as easy as possible and deny no one a hearing before the Board.

9.0 RESPONSIBILITY OF BOARD TRUSTEES

The Board is responsible for establishing policy, public relations, advocating for the library to the public, instituting the Plan of Service for growth and improvement of library services, and monitoring the success of said services.

10.0 BOARD MEMBER HONORARIA AND EXPENSES

10.1 Board Members will be paid an honorarium by the Town of Ponoka for services rendered to the Library and the community.

10.2 Continuing library-related education and training for Board members shall be supported and encouraged by the Board. Expenses incurred while traveling on Board business associated with conventions, workshops, conferences and retreats shall be compensated in accordance with a payment schedule reviewed by the Board and set as part of its annual budget. The schedule shall include the following items: tuition and workshop fees, accommodation, meals, miscellaneous expenses, gratuities and travel expenses. Board members shall be compensated for mileage at \$0.515 per kilometer. Board members should submit a proposal in order to attend such events and a report following their attendance at the following meeting.

10.3 Reimbursement of expenses is limited to those incurred by the Board members. Spouses or others accompanying the Board member on library business do so at their own expense.

10.4 Reimbursement of other costs incurred on library-related business may be considered on an individual basis.

11.0 BY-LAWS AND POLICIES

Copies of all by-laws and policies shall be made available to the public and will be reviewed annually.