

Library Board Practice and Procedure Manual

Name

The governing body of the Local Branch of the Chinook Regional Library shall be known as **The Library Board**. For the sake of brevity, it shall be referred to in this manual as “The Board”.

Officers

The Board shall consist of no less than 5 and no more than 15 appointed members. This will include 1 appointed member from Town/Village Council who represents the Local Library Board. Seats should be reserved for members from local R.M.s.

At the first meeting of the Board each calendar year, the Board shall elect from among its members, a Chairperson and Vice Chairperson. The Chairperson shall chair all meetings of the board and the Vice Chairperson shall chair those meetings which the Chairperson is unable to attend.

The Librarian and the Chairperson and Vice Chairperson shall have the authority to sign cheques on behalf of The Board. Cheques must be signed by the Librarian plus either the Chairperson or the Vice Chairperson.

At the first meeting of each calendar year, or when required, The Board shall consider nominating one of its members to serve on The Board of the Chinook Regional Library.

Quorum

A quorum for a meeting of The Board shall be the attendance of half the members and must include a Chairperson, Vice Chairperson or appointed Chairperson who has been designated before or at the meeting. No business is to be transacted unless a quorum is achieved.

Role of The Board

The Board will provide a budget on a yearly basis to the Branch Librarian. The Board must approve any purchases that go over the allocated budget.

Board members are appointed by the local municipalities. Employees of the library are hired by Chinook Regional Library. Your role as a Board Member does not involve employee management and you should only be dealing with the Branch Librarian on operational issues. If staff has input they wish to give or concerns or questions they wish to discuss, they should be going to the Branch Librarian. The Librarian is then responsible for dealing with the issue through Chinook Regional Library.

Meetings

Regular Meetings

Meetings shall be held twice a year (in the Spring and Fall).

The dates shall be designated by the board at its first meeting of the calendar year. Dates can be changed if quorum will not be reached on a scheduled day.

In the event the Chairperson and Vice Chairperson are both absent from a meeting but a quorum is present, The Board may elect one member to act as a chairperson.

No motion shall be voted upon unless it has been moved and seconded. The same person cannot put forward a motion and then second the motion.

The Chairperson or acting Chairperson shall have the right to vote at meetings.

Any vote with an equal number of votes is considered to be in the negative, therefore it is defeated.

The agenda may be amended with the approval of a majority of The Board present at the meeting.

When minutes of a meeting of the Chinook Regional Library Board Executive Committee become available, they shall be circulated to The Board members along with the Executive Committee Representative's report.

The Board meeting minutes are to be shared with Headquarters.

A Board member who is absent for 3 consecutive regular meetings without sufficient cause or previous authorization by resolution of The Board, ceases to be a member. The municipality must be advised of this in order to appoint a new member.

Special Meetings

The Chairperson or acting Chairperson may at his/her discretion or at the request of the branch librarian or any member of The Board, to convene a special meeting to discuss any matters of special urgency which cannot wait for a regular meeting.

At least 24 hours prior to the meeting, a written notice indicating the time and place of the meeting together with a brief notice of the matter to be discussed must be given to all Board members.

A quorum for special meetings shall be half the board members including the Chairperson, Vice Chairperson, or appointed Chairperson.

Branch Librarian

The Branch Librarian shall attend each regular and special meeting of The Board and act as secretary and take the minutes of each meeting. In her/his absence, a member of The Board may act as secretary.

The Branch Librarian shall forward an agenda for regular meetings to each Board member approximately one week prior to the meeting.

The Branch Librarian shall be entitled to take part in any discussion relating to the matter before The Board but will not be entitled to vote, present or second motions.

The Branch Librarian shall forward copies of the minutes of each meeting to each member of The Board, the participating Rural Municipalities, and the Chinook Headquarters.

Committees

The Board may appoint committees to perform specific duties but no action of the Committee is legal or binding unless ratified by The Board.

Each committee consisting of 3 or more members shall select a Chairperson and Secretary to report to The Board.

The Chairperson or Vice Chairperson of The Board is an ex officio member of any committee

created by The Board.

Other Duties of the Board

Provides for planning and local library board training.

Undertakes local library promotion and public relations campaigns in the community.

Takes responsibility for special library programming.

In conjunction with the Chinook Regional Library Board, establishes and maintains standards for hours of service and types of local services.

Recommends to the Chinook Regional Library Board and its Director, programs and materials relevant to the interest and requirements of the local community.

Holds an Annual General Meeting prior to the Annual General Meeting of the Chinook Regional Library Board.

Performs those other duties delegated by the Chinook Regional Library Board and performs those other functions in accordance with the regulations for the provision of adequate library services at the local level.

Finances

The Municipalities support Chinook Regional Library through the Library Levy. Municipalities receive a levy request from Chinook Regional Library. The staff, books, SILS membership fees, and other similar expenses are paid by Chinook Regional Library through these funds. The Municipality provides the Branch Library facility including utilities, building maintenance, janitorial services, etc. The Municipalities are encouraged to allocate an annual capital maintenance budget for library furnishings.

Modified Aug 26th, 2019.