



## Municipal Library Board

### **PURPOSE**

To manage, regulate and control municipal library operations of libraries within Parkland County.

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To manage, regulate and ensure access and funding for municipal library services provided by the other area municipal libraries and/or outlets within the County which will benefit all Parkland County residents.

### **LEGISLATIVE AUTHORITY**

Libraries Act Chapter L-12.1, 1983 (part 2 and 5).

### **REPORTS TO**

Council

### **MEMBERSHIP**

One Councillor and up to five residents. Administrative Staff (non-voting resource). Council may appoint one more Councillor as alternate member on the Parkland County Yellowhead Regional Library Board. There is no provision for an alternate Council member to be appointed to the Municipal Library Board under the provincial Library Act.

### **TERM OF OFFICE**

Council members are appointed annually at the organizational meeting. Up to five public members appointed on staggered two-year terms. ~~up to a maximum of three consecutive terms per member (or maximum of six consecutive years).~~ Appointed Council members will also represent Parkland County on Yellowhead Regional Library Board.

### **CHAIRMANSHIP**

At first meeting following annual organizational meeting, chairman appointed by board members.

### **MEETINGS**

Monthly.

### **TERMS OF REFERENCE**

As established by By-Law 19-97.

### **ADMINISTRATIVE RESPONSIBILITY**

Manager, Community and Protective Services.

## **PARKLAND COUNTY MUNICIPAL LIBRARY BOARD POLICIES - APPENDICES**

### **APPENDIX B: BOARD MEMBER JOB DESCRIPTIONS – MEMBER AT LARGE**

#### **TERM OF APPOINTMENT: VARIOUS**

- A. Up to 5 (five) at two-year staggered terms (beginning January 1, 2000)
- B. 1 Councillor at one-year term

Appointments begin on January 1 and expire on December 31. Rotation is to ensure ongoing continuity for the Board membership as new appointments are made. **A maximum of six (6) years of consecutive service is permitted per member.**

#### **AREA OF AUTHORITY**

Each Board member is 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 organization's operations.

#### **DUTIES**

- to attend all Board meetings;
- to establish, maintain, and enhance contact and communications with library partners;
- bring forward ideas and concerns as received by and County resident;
- participate in the preparation of an annual budget;
- to be involved in funding cheque presentations on an annual basis;
- be familiar with all By-laws, policies, goals, and objectives of the Board; and
- submit expense form claims directly to the board on a quarterly basis (April 1, July 1, October 1, December 1).

#### **REMOVAL**

Four of five (4/5) votes of existing Board Members at a meeting for which seven days notice of intent has been given. The following causes are deemed reasonable:

- Absence from three consecutive Board meeting without an adequate excuse; or
- Activities which are deemed to be detrimental to the interests or contrary to the objectives of the Parkland County Municipal Library Board.

#### **REQUIREMENTS FOR BOARD MEMBERSHIP**

- Specific qualifications and/or expertise in one of the major functional areas of the Board: policy management, financial management, personnel management, volunteer and service management, and advocacy;
- A commitment to the work of the Library;
- Knowledge of the geographical area; and

- Must be a Parkland County resident
- Commitment to literacy and life-long learning.

#### **TASK ANALYSIS**

Board members are expected to be fully informed on Library matters, to contribute to the debate on issues, to make a judgment on matters as they arise and to accept their portion of the collective agreement responsibility for organizational affairs.

*December 2010*

## **PARKLAND COUNTY MUNICIPAL LIBRARY BOARD POLICIES - APPENDICES**

### **APPENDIX B: BOARD MEMBER JOB DESCRIPTIONS – MEMBER AT LARGE**

The collective responsibilities and functions of the Board member are to:

#### **Policy Management**

- ensure adherence to the Libraries Act and Regulations,
- update Board By-laws,
- submit reports to the provincial regulatory agencies, and
- initiate and revise the policy manual.

#### **Program and Service Management**

- prepare long-term and short-term planning statements,
- establish the percentage of resources to be allocated to partner libraries in order to deliver programs and services, and
- monitor and evaluate programs and services.

#### **Personnel Management**

- define role, responsibilities, and function of the Board and volunteers,
- hire and evaluate all contracts required,
- suggest potential Board members to Council, and
- orient and train Board members.

#### **Financial Management**

- review insurance needs, as provided by the County,
- establish the budget and financial reporting system,
- develop the budget and review it periodically,
- acquire any capital assets for partners (e.g., computer equipment), and
- present budget to County Council annually, or as may be required.

#### **Advocacy**

- monitor government legislation and advise elected officials on the impact of current and proposed legislation,
- develop community awareness of the unique role of the Library Board, and
- participate in issue clarification and resolution.

#### **Evaluation**

- participate in organizational evaluation,
- monitor effectiveness of the Board,
- review individual performance of Board members, and

- recommend continuing education activities for Board members.

#### **APPOINTMENT**

The Board member will be appointed by County Council to the Library Board. The term of appointment is for a two-year term. ~~and may be renewed, up to a maximum of six (6) years (effective January 1, 2000).~~

**PARKLAND COUNTY MUNICIPAL LIBRARY BOARD POLICIES - APPENDICES**

**APPENDIX B: BOARD MEMBER JOB DESCRIPTIONS – CHAIR**

**TERM OF APPOINTMENT: ONE-YEAR (RENEWABLE)**

**ELIGIBILITY: ANY MEMBER OF THE PARKLAND COUNTY MUNICIPAL LIBRARY BOARD EXCLUDING THE COUNCIL MEMBER**

**DUTIES:**

- preside at and participate in all meetings of the Parkland County Municipal Library Board;
- prepare a meeting agenda for each Board meeting;
- have general supervision of all activities of the Library Board;
- be official spokesperson and first point of contact for the Library Board;
- ensure representation of Board interests at Council meetings;
- help develop new Board leadership by working with other Board members to recruit qualified Board and committee members;
- serve as Board representative on Council's screening committee for prospective new Board members;
- receive and approve expense claim forms from Board members;
- serve on Budget Committee and participate in presentation of budget to County officials; and
- supervise all contract staff positions.

**REMOVAL**

Three of five votes of Board Members at a meeting for which seven (7) days notice of intent has been given. The following causes are deemed reasonable:

- absence from three (3) consecutive Board meetings without adequate excuse, or
- activities which are deemed to be detrimental to the interests or contrary to the objectives of the Parkland County Municipal Library Board.