

14 Board of Trustees

14.1 Legal status

The Kitimat Public Library Association is a corporate body created under Part 4 of the British Columbia Library Act. The Public Library Board is the governing body whose duties and responsibilities are outlined in the Library Act of British Columbia.

14.2 Power and duties

To hold a minimum of six Board Meetings with quorum per year.

To prepare and submit an annual budget for the operation and maintenance of the Library.

To formulate and administer policies.

To be responsible for the appointment of the Library Director.

To approve expenditures from the capital and operating budget.

To determine acceptance, use, or expenditure of donated funds or property in accordance with the terms and wishes of the donor, in consultation with the Library Director.

To determine and review strategic goals of the Library according to the needs of the community.

To perform an annual evaluation of the Library Director if necessary.

To prepare an Annual Report for submission at the Annual General Meeting.

14.3 Board organization

Membership:

The Library Board shall consist of nine members and appointed representatives from local government, as per the requirements of the Library Act. The usual term of office is two years. A Library Board member may serve for a period of eight consecutive years. A waiting period of one year is required before re-election to the Board.

Annual General Meeting:

The Annual General Meeting and election of officers of the Board of Trustees must take place before the end of February.

Officers of the Library Board are Chair, Vice-chair and Treasurer.

These officers are elected for a term of one year and shall be eligible for re-election.

Appointments:

If a vacancy arises in midterm, the Board may appoint a replacement until the next Annual General Meeting.

The District of Kitimat will appoint a Library representative annually.

14.4 Officers of the Library Board and their responsibilities

The Chair

Chairs the meetings of the Board.

Leads and directs the work of the Board.

Acts as a liaison between the Board and the Library Director.

Represents the Board in the community.

The Vice Chair

Substitutes for the Chair as necessary.

The Treasurer

Presents a monthly budget report to the Board.

Secretary

Initiates or answers correspondence as directed by the Board or the Chair.

Board Committees

Will be appointed as needed by the Chair.

14.5 Meeting procedures

Regular Meetings:

Regular Board Meetings shall be open to the public with delegations being heard at the beginning of the regular meeting.

Special Meetings:

Meetings shall be held “in camera” with no delegations to be heard.

Quorum:

Quorum will be the majority of Board members excluding the Council Representative.

Rules of Order:

Robert’s Rules of Order will be followed.

Electronic Voting Policy

Voting:

Voting may be by show of hands, secret ballot, or electronic means. The Chair votes to break a tie. The Chair does not have the power to veto a decision determined by a vote.

Electronic Voting:

For matters of an urgent nature or when it is not feasible for the Board to meet in person, electronic voting may be used to help facilitate decisions of the Board.

Minutes:

The Library Director will be recording secretary to the Board. The Library Director is not a Board Member and cannot vote.

Finance:

Signing officers shall be the Library Director, Board Chair, Vice-Chair and Treasurer. All cheques must be signed by one person from management and one Board member (as named above).

14.6 Board communication with staff

The primary line of communication with staff will be through the Library Director.

14.7 Board member code of conduct

Introduction

Members will serve the community in a conscientious and dignified manner. Members will treat Library users, volunteers, staff and fellow Board members with respect. Members will not abuse, bully or intimidate others and, as well, members will ensure that the Library is free from discrimination and harassment.

Public servants

Members will respect the role of Library staff as public servants who provide professional and politically neutral advice to the Board.

Privacy and confidentiality

Members will respect the privacy of others, will not share information acquired by virtue of their role at the Library, while on the Board or after they leave the Board.

Improper use of Influence

Members will not use their role on the Library Board to improperly influence others for private gain or to gain preferential treatment for family, friends or organizations with which members are associated.

Use of Library property and resources

Members will only use the facilities, equipment, supplies and staff for the business of the Library.

Accountability

The Kitimat Public Library Board is accountable for the implementation of this Policy.

14.8 Reimbursement of Childcare Expenses for Meeting Attendance

The District of Kitimat allows for reimbursement of childcare expenses for the attendance of meetings for members of the Kitimat Public Library Board. Reimbursable childcare expenses are considered to be those over and above the recipient's regular childcare expenses and is not intended to reimburse normal childcare expenses.

For meetings held in Kitimat, reimbursement will be considered for childcare costs associated with the time required to attend the meeting as well as up to one half hour of travel time per meeting. For meetings held outside of Kitimat, reimbursement will be considered for childcare costs associated with the time required to attend the meeting as well as up to two hours of travel time per meeting.

Childcare expenses provided by the member's partner or immediate family members (grandparents, children, grandchildren, siblings, in-laws, or the children's parent) are not eligible for reimbursement. Childcare expenses will be reimbursed at an hourly rate not exceeding BC's minimum wage nor shall the annual total exceed \$600. Reimbursement forms are on hand at the Kitimat Public Library or the District of Kitimat upon request.