

## 1.4 LIBRARY GOVERNANCE

### 1.4.1 Library Legislation

The Prince George Public Library Board operates under the provisions of the Library Act of British Columbia.

- 1.4.1.1 The Library operates under City of Prince George By-Law No. 801, dated June 20, 1955.

### 1.4.2 Composition of Library Board

The Board is composed of the Mayor or a member of Municipal Council and eight other electors or residents of the City of Prince George, not being members of City Council or employees of the City.

### 1.4.3 Library Board Appointments

Passed:

Amended: August 26, 2015

- 1.4.3.1 Eight members are appointed for two-year terms and are eligible for re-appointment. No person may be appointed for more than eight consecutive years.
- 1.4.3.2 A vacancy arising from any cause other than the expiration of a term shall be filled for the unexpired term only, by an appointment to be made by Municipal Council.
- 1.4.3.3 One member from Municipal Council shall hold office for one year or the remainder of the year for which he/she is appointed, and that member is eligible for re-appointment.
- 1.4.3.4 Each year, the Library Director shall notify the City Clerk's office with the number of vacancies that will exist as of December 31<sup>st</sup> of the current year. This number will include Board members whose terms are expiring.
- 1.4.3.5 Each year, prior to new appointments to the Library Board, the Board Chair shall provide a letter to Municipal Council with information and recommendations on those members seeking reappointment. The letter will also provide Council with information about the current Board complement and the additional qualifications and skills needed to maintain a balanced Board.

- 1.4.3.6 Should a member fail to attend three (3) consecutive regular Board meetings of the Library Board without its written approval, the Library Board may ask the Municipal Council to remove the member for cause.
- 1.4.3.7 Library Trustees serve without remuneration but may be reimbursed travel and other expenses that are necessarily incurred in connection with their duties and are approved by the Board.
- 1.4.4 Board Orientation, Development and Communication
- 1.4.4.1 Upon their appointment to the Library Board, each Trustee will receive an orientation tour by the Board Chair and/or the Library Director and will be provided with material related to policies and administration of the Prince George Public Library and the responsibilities of Library Trustees in British Columbia.
- 1.4.4.2 Library Trustees receive Minutes and Financial Statements on a monthly basis, in advance of the meeting whenever practical.
- 1.4.4.3 The Library will fund Board development activities and grant requests to attend conferences whenever possible, depending on the availability of funds.
- 1.4.4.4 The Library will pay the membership fees so that the Trustees may be members of the BCLTA.
- 1.4.5 Board Responsibilities
- 1.4.5.1 The Prince George Public Library Board has the responsibility to:
- Advocate on behalf of the Library and the Board's collective decisions.
  - Effectively govern the Public Library.
  - Fulfill the fiduciary responsibilities of the organization.
  - Assist in developing policies to ensure the Public Library's ongoing success.
  - Oversee the general business of the Public Library.
  - Assist in fundraising for the Public Library by providing experience as well as a broad network of influence and contacts, and participating in solicitations.
  - Exhibit leadership and set an example through active participation in Board activities.

- Receive regular reports on all phases of the Public Library's activities from the chairs of the Public Library's committees.
- Assist in the identification, cultivation and recruitment of new members to the Board and its committees.

1.4.5.2 Individual Board members have the responsibility to:

- Participate in Board orientation.
- Fulfill the responsibility of a Trustee as required by law.
- Contribute to the decisions of the Board through regular attendance and participation at Board and Committee meetings.
- Support the organization.
- Contribute to planning and evaluation by providing vision and leadership.
- Assist in the implementation of fundraising programs.
- Provide leadership and influence to ensure the Public Library meets all of its stated goals.
- Complete a Trustee self-evaluation annually for review by the Board Chair.

1.4.6 Termination of Office

On termination of office, individual Trustees must return items of a confidential nature, and items of a permanent nature, such as Trustee manuals, Library studies, etc.