

Falher Regional Intermunicipal Library Board (FRILB)
More Information for People Considering Joining the Board

HOW does our library add value to our community?

1. We provide free programs and resources (books, computers & programs) to support families, and help build our communities.
2. We help people find work and to build their skills (through the Career Employment Resource Centre (CERC)). We are the regional provider for this provincial contract service, in addition in-house and online resources available from the Main Library.
3. We are a safe, welcoming place for kids. (We provide after-school access to computers and books, and free programs including the Summer Reading program.)

WHY should people join us?

1. **We are a fun, participatory, a-political group.**

All voices are heard, to ensure we provide and support the best regional library service possible. As a diverse group, we don't always share the same viewpoint, but we always support decisions reached by the group.

2. **"I didn't know the Library did that!"**

Being on the Board provides you information about all the services the Library offers, and the ability to actively share it with the community. We are much more than books.

3. **We make a difference by focusing on what is best for our communities vs. what is best for just us.**

We collaborate and partner with others, to jointly provide more public services in our region.

Library trustees are quiet heroes in our communities – for more information, please touch base with a member of the Board; plan to attend an upcoming Board meeting; or email us at falherregional.im.libraryboard@gmail.com.

Our meetings are open to the public, and are held on the first Tuesday of each month in the evening at the Falher Library / Bibliothèque Dentinger, at 27 Central Avenue, S.E. in Falher, Alberta from 7:00 – 8:30 pm.

2024 Meeting Dates:

Feb 6, Mar 5, Apr 2, May 7, June 4, Sept 10, Oct 1, Nov 5, Dec 3
· **Current Board Members** (minimum 7 and maximum 10)

James Bell, Alain Blanchette, Lindsay Brown, Luc Levesque
Mai Noorsi-Berube, Alyssa Pollard, Devon Zdeb

HOW TO BECOME A LIBRARY TRUSTEE POLICY NUMBER: B4

- A. Members of Council are appointed as Trustees to the Board annually as part of the annual organizational meeting.
- B. As vacancies arise, members-at-large are appointed by the Town of Falher and the Village of Donnelly, in accordance with the Intermunicipal Agreement.
- C. Vacancies will be publically advertised, requesting that people submit a written application for consideration to be appointed as a library trustee.
- D. Candidates will be given the opportunity to attend public Board Meetings as a guest, and may be provided general information to assist with their decision, including copies of the following Board Policies.
 - a. Duties of the Board
 - b. Board Composition and Terms of Office
 - c. Code of Conduct
- E. Upon appointment to the Board, Trustees will be asked to sign off on the Code of Conduct, and may be asked to provide a Police Information Check, including a Vulnerable Sector search.

The Library will reimburse trustees for any costs for these documents.

An update may also be requested every three years, upon reappointment, within 30 days of their anniversary date.

DUTIES OF THE BOARD POLICY NUMBER: B1

The Board is responsible for the management and control of the Library and shall, in accordance with applicable legislation, organize, promote and maintain comprehensive and efficient regional public library services as trustees appointed by the municipalities that are parties to the Intermunicipal Agreement (Appendix A).

All Board members shall be committed to the objectives of the Library and accept a share of the tasks involved in carrying them out to the best of their ability.

Board Responsibilities Include:

- A. To routinely develop, review and update the Library Plan of Service, to ensure the library is providing services that are appropriate to the needs of the communities of the Town of Falher and Village of Donnelly, and surrounding area.
- B. To secure adequate funding to carry out these objectives, and to prioritize and approve the expenditure of library funds.
- C. To prepare an annual budget, and forward it to the parties to the Intermunicipal Agreement, including the requested amounts to be paid by each municipality, by December 1st of each year.
- D. To establish policies governing library finances, including controls and annual independent review of the library's financial statements and accounts, including receipts, payments, credits and liabilities.
- E. To establish policies governing programs, library operations and personnel.
- F. To determine library staffing requirements, and employ and train staff accordingly, to provide comprehensive and efficient local library service, as well as to support library systems our municipalities are members of.
- G. To enter into contracts, partnerships and agreements with other parties, as required, to provide library services and programs.
- H. To ensure parties are routinely updated in accordance with contracts, funding requests, grant reporting requirements, partnership agreements; and any required annual reporting (as outlined in Alberta Library Regulations and other legislation), including:
 - a. Parties to the Intermunicipal Agreement
 - b. PLSB and PLS
 - c. Other Funding Partners, such as the M.D. of Smoky River, the Village of Girouxville and the Friends of the Falher Library
 - d. Other parties as required, including Revenue Canada, WCB, etc.

To form Ad Hoc Committees as required for purposes identified by the Board. Committees will consist of a minimum of two trustees. The Chair will be an ex officio member of all committees.

BOARD COMPOSITION AND TERMS OF OFFICE POLICY NUMBER: B2

- A. The Library Board shall consist of not fewer than seven and not more than ten members.

Board appointments shall be made by the member municipalities in accordance with the Intermunicipal Agreement (Appendix A).

Library Board Directors are trustees appointed by municipalities, providing public library service on their behalf.

- B. Member-at-large appointments to the Library Board shall be for a term of up to three years. Councillors are appointed annually as part of Councils' organizational meeting.

- C. A member of the Library Board is eligible to be reappointed for only two additional consecutive terms of office, unless at least two-thirds of the appointing Council passes a resolution stating that the member may be reappointed as a member for more than three consecutive terms.

- D. A person who is an employee of the Library is not eligible to be a member of the Library Board.

- E. Library Board members are not eligible to be members of the Friends of the Falher Library Society.

- F. A person is disqualified from remaining a member of the Board if he/she fails to attend, without being authorized by a resolution of the Board to do so, three (3) consecutive regular meetings of the Board, as per The Alberta Libraries Act, Part 5, and Section 31 (1).

- G. The Board will conduct an annual organizational meeting to elect the Executive, which consists of the Chairman, Vice-Chairman, Secretary and Treasurer Positions.

- H. A Board Member may resign their position by providing written notice to their appointing municipality, with a copy to the Chairman.

BOARD CODE OF CONDUCT POLICY NUMBER: B3

The Board is a body corporate under the Libraries Act, accountable to administer and keep the public trust and is responsible for the management and control of the Board and the services the Board and Library delivers. The duties demanded of members of the Board are:

- A. Duty of Integrity – to act honestly and in good faith.
- B. Duty of Loyalty – to give his or her loyalty to the organization when acting on behalf of the Board, including support of all Board decisions reached by quorum, regardless of whether the trustee was present or in favour of the motion.
- C. Duty of Care – to act in a prudent and diligent manner, keeping himself or herself informed as to the policies, business and affairs of the organization.
- D. Duty of Confidentiality – notwithstanding the need of members to make an informed decision on an issue before the Board by obtaining input from internal and external communities, members are to ensure that information which is normally considered confidential (i.e. financial, personnel and patron issues) remains so.
- E. Duty of Skill – to use one's level of knowledge and one's expertise effectively in dealing with the affairs of the organization.

Conduct of members contrary to the above duties may be subject to review by the Board, and subsequent punitive action.

Counsel on these matters will be sought from the Attorneys of the Town of Falher and Village of Donnelly if deemed necessary by the Board and Falher and Donnelly Councils.

SIGNOFF

All Trustees will be asked to review and provide written acceptance of this Code of Conduct as a condition of their appointment.

I, _____ have read, fully understood and agree to abide by the terms and conditions as set out in the following policies: Duties of the Board, Board Composition and Terms of Office, and Board Code of Conduct.

Signed: _____ Date: _____

Falher Regional Intermunicipal Library Board members are trustees appointed by the Town of Falher or Village of Donnelly for a 1-3 year term, as part of a 7 – 10 member team responsible for:

- Ensuring library services are responsive to the needs of the community
- Setting budgets to provide services & securing adequate funding for library operations
- Providing governance and oversight (while leaving day-to-day management of the Falher Library / Bibliothèque Dentinger to library staff)
- Advocating on behalf of the library and communicating the value of public libraries to funders, other community groups & partners, as well as the general public.

The Board meets the first Tuesday of every month from September – June, from 7:00 pm – 8:30 pm at the Library. You should also allow 2-4 hours per month in addition to the meeting time for preparation and/or committee work. Orientation and ongoing training is provided to trustees.

Application to the Town of Falher or Village of Donnelly for appointment as a member-at-large to the FALHER REGIONAL INTERMUNICIPAL LIBRARY BOARD

Date:

Name:

Street Address:

Mailing Address:

Phone:

E-Mail:

I understand that Library Board members are not compensated for time required participating in Board activities, and that this appointment would be for a _____ year term.

Signature: _____

Submitted to the CAO for consideration by Council.

Falher Regional Intermunicipal Library Board Comments