

GIBSONS AND DISTRICT PUBLIC LIBRARY ASSOCIATION GOVERNANCE POLICIES

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1.0 Preamble

The Gibsons and District Public Library Association (“GDPLA”) functions under Part 4 — Public Library Associations of the Library Act of British Columbia (RS Chapter 264) and serves the residents of the Sunshine Coast Regional District (SCRD) Areas D, E and F and the Town of Gibsons.

As defined in the Library Act, GDPLA Board (“Board”) Trustees are elected by members of the Association and the Board is responsible for managing the Library on behalf of the Association. The Board manages the GDPLA in accordance with the written operational and governance policies that guide all aspects of GDPLA operations and which reflect the needs and expectations of GDPLA patrons.

This policy manual sets out the policies by which the Board governs the GDPLA. The Board may update these policies if and when the needs and expectations of GDPLA patrons change or if additional policy clarifications are required.

The Library Act and this Policy Manual of the Board are public documents.

2.0 Philosophy, Mission, and Goals

2.1. Vision, Mission, and Values

The vision, mission and values form the foundation from which all decisions and actions are based. These are defined in the GDPLA's current Strategic Plan (Appendix A).

Vision

All residents enrich their lives and communities through their Library

Mission

To offer the resources, expertise, and inspiration to connect our community to the world of culture, knowledge, and ideas.

Values

The Board, staff, and volunteers of the GDPLA value:

Integrity

In our policies, procedures, programs, services, and working relationships we ensure that we:

- Consistency
- Fairness
- Respect
- Accountability
- Environmental responsibilities and vigilance in ways to lessen our footprint.

Community Engagement

GDPLA is proactive in identifying community needs and finding innovative solutions that build long-term community capacity. Wherever possible barriers are reduced to allow everyone access to programs and services. GDPLA is a welcoming and inclusive hub for the community, with a focus on culture, knowledge and ideas. Members can be confident that their opinions will be heard, whether in person or in writing.

Learning

GDPLA provides programs, services and facilities to promote lifelong learning. It supports and offers creative, active learning opportunities.

As an organization the GDPLA embraces continuous learning through such means as professional development (for staff, Board and volunteers), constant innovation and improvement in programs and services, and responsiveness to change.

GDPLA supports collaboration (internally and externally) and regularly reviews programs, services and infrastructure to ensure they are successfully meeting their goals and the community's needs.

Intellectual Freedom

Libraries support an informed citizenry by providing and defending free access to information. The GDPLA supports the Canadian Library Association's *Statement on Intellectual Freedom and Libraries* (Appendix B) and is vigilant in identifying and responding to threats to intellectual freedom, especially as new issues arise with new media and evolving technology. It will cultivate opportunities as new technologies may provide for increased democratization of information.

Privacy

All library users have a right to privacy and confidentiality regarding the collection of personal information and the use they make of the GDPLA facilities, collections and web sites.

The release of such information would contravene the B.C. Freedom of Information and Protection of Privacy Act (see Appendix C: Gibsons and District Public Library Association Privacy Policy).

2.2. GDPLA Goals

2.2.1. Strategic Goals

GDPLA's strategic goals are defined in the GDPLA's current Strategic Plan (Appendix A).

2.2.2. Annual Strategic Goals and Objectives (Appendix 5.4)

The Board's annual Strategic Goals and Objectives are derived from the Strategic Plan and are updated and approved by the Board each December for the coming year.

3.0 GDPLA Governance

3.1. Guiding Principles

The Board is entrusted with and is accountable for the leadership and governance of the Library on behalf of the Gibsons and District Public Library Association and in accordance with the Library Act.

Governance entails the functions of:

- Setting direction
- Making policies that guide all phases of GDPLA governance
- Delegating day-to-day management and operation of the GDPLA to the Library Director in accordance with the Board's policies
- Hiring, managing, and evaluating performance of the Library Director
- Overseeing and monitoring GDPLA's organizational performance

As a governing body, the Board commits to the guiding principles listed below, in order to ensure a balance in its roles as both the driving force in the direction of the GDPLA and the oversight body monitoring its operations.

3.1.1. Accountability

Under the Library Act and as an incorporated association the Board as a whole is ultimately accountable to its members for all aspects of the GDPLA's management and finances. The Board is also accountable to the Province of BC and the SCR D as our primary funders.

3.1.2. Strategic Thinking

The Board will focus on strategic thinking based on our vision, mission and values and drive strategic priorities based on community needs as represented by the Trustees.

3.1.3. Collective Responsibility, Independent Mindedness

The Board has collective responsibility for all aspects of the GDPLA's operation and individual Trustees have no individual authority except as conferred by the Board for specific purposes.

Trustees are individually responsible for attending Board meetings, serving on committees, being knowledgeable about the GDPLA and for contributing independently to full discussions at the Board table.

3.1.4. Constructive Partnership with the Library Director

The Library Director is accountable only to the Board, and is responsible for all day-to-day GDPLA operations and to run the GDPLA in accordance with the strategic direction and policy framework set by the Board.

The Board will govern the GDPLA through a strong, constructive partnership with the Library Director based on trust, candour, respect and honest communication while carrying out mutually exclusive and inter-dependent roles.

3.1.5. A Defined Policy Framework

The Board will govern the GDPLA based on a defined policy framework as set out in these Governance Policies. The GDPLA will be managed in accordance with Operational Policies, as established by the Library Director.

The Board will approve all governance policies. Once a policy is approved, the Library Director will be immediately empowered to make all future decisions to implement the said policy in GDPLA operations.

3.1.6. Continuous Improvement

The Board will evaluate its own performance and act on opportunities for continuous improvement in carrying out its role (see Appendix 5.5 for an example performance review template).



3.1.7. Board Recruitment and Development

The Board will provide opportunities for learning and mentorship for Trustees, diverse perspectives and engagement

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This only seems to talk about development, more

... manner. This commitment

... on behalf of the Board.

3.2. Code of Conduct

The Board and its members shall operate in an ethical and respectful manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.

Consequently, Board Members:

- 3.2.1. Shall be loyal to and represent the interests of GDPLA. This accountability supersedes any conflicting loyalty to advocacy or interest groups. Specifically, this accountability supersedes the interest of any Board member as an individual consumer of library services.
- 3.2.2. Shall avoid any conflict of interest with respect to their legal and fiduciary responsibilities in accordance with the Library Act.
- 3.2.3. Shall conduct themselves in a manner which represents the Board in a positive light, taking no private action that will compromise the Board and its decisions.
- 3.2.4. Shall not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies, or when acting under specific delegation by the Board. Specifically, Board members will recognize that:
 - a) any interactions they, as individuals, have with the Library Director and staff lack authority;
 - b) individual interaction with the public, press or other entities has the same limitation;
 - c) judgements of the Library Director are made only by assessing performance against explicit Board policies through the official process.
- 3.2.5. Shall represent, speak, or act for the Board only when formally given such authority for specific, time-limited purposes.
- 3.2.6. Are not eligible to apply for a staff position.

3.3. GDPLA Board

3.3.1. Mandate

Under the authority of the Library Act, the Board directs the GDPLA to provide library services to the people of the SCRD.

3.3.2. Responsibilities

The Board is responsible for managing the GDPLA and has overall fiscal responsibility for the GDPLA. The Board sets the strategic direction, monitors the progress of the GDPLA's strategic priorities, and advocates on behalf of the GDPLA. In fulfilling its responsibility to deliver library services, the Board will endeavour to make such services as widely accessible as possible and consistent with its determination of community needs, service levels and responsible fiscal management.

3.3.3. Board Duties

- Set strategic direction and strategic priorities consistent with the Board's determination of community needs through liaison with the community and strategic partnerships.
- Draft and adopt governance policies.
- Periodically review, revise, or reaffirm such policies.
- Appoint a Library Director to manage GDPLA's operations in accordance with the strategic priorities and policies set by the Board and to deliver library services to the public in efficient and effective ways that meet community needs
- Set the expectations for the Library Director and periodically review his/her performance in meeting the defined expectations.

- Review and approve the annual operating and capital budgets and secure adequate funding from the SCRCD and other sources to achieve the approved goals and objectives
- Regularly monitor financial results to ensure alignment with approved budgets and provide annual financial reports to the public
- Monitor the range and public use of library services to ensure they continue to meet community needs.

3.4. Board Operation

3.4.1. Annual General Meeting

The Board will conduct an Annual General Meeting (AGM) in accordance with GDPLA Bylaws and will elect nine (9) Trustees.

The close of an AGM will signify the end of the annual appointments of the Board’s presiding officers and the start of a new Board year.

3.4.2. Board Structure

The Board will be comprised of nine (9) elected Trustees, as in accordance with the GDPLA Bylaws. In addition to these Trustees, the Board will include one (1) voting member appointed by the SCRCD and one non-voting member appointed by the Town of Gibsons.

The Board will invite and facilitate the full participation of both government representatives in all Board discussions to enable effective communication between the respective entities.

3.4.3. Presiding Officers of the Board

The Board will appoint presiding officers at the first meeting after the AGM in accordance with “Part 5 – Presiding Officers of the Board” in the GDPLA bylaws.

3.4.4. Board Meetings

Board meetings will be conducted in accordance with “Part 6 – Board Meetings” in the GDPLA bylaws.

The Board will strive to schedule ten (10) regular monthly meetings in each Board year. Meetings dates may be adjusted as necessary to accommodate statutory holidays or other priorities.

3.5. Board Roles

3.5.1. Board Chair

The Chair of the Board is elected annually by the board members at the first meeting following the Annual General Meeting.

Refer to Appendix F for a job description of the Board Chair.

3.5.2. Board Liaison Positions

The Board will appoint liaisons, members, and representatives to act as the primary channels of communication with other key organizations that are strategic partners and/or help support the delivery of library services. The following Board positions will be appointed at the first meeting after the AGM:

- Public Library InterLINK Board Member
- Library Foundation Board Member

- BC Library Trustees Association (BCLTA) Liaison
- Canadian Union of Public Employees (CUPE) 391 Joint Labour Management Committee representative.

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These Board Trustees will act as agents of the Board as a whole to communicate with their respective organizations on any issues, feedback, or any other issues as may be required.

3.5.3. Board Signatories

The Board will appoint two (2) Board members to be signatories. Signatories are responsible for signing and verifying cheques as presented by the LD, reviewing the LD's monthly compensation statement, and other such duties as may arise.

3.6. Role of the Chair

The board as a whole makes all major board decisions, sets policy and determines the direction of GDPLA. The Chair acts as a coordinator and facilitator to ensure that the board operates smoothly and responsibly, and that key tasks are carried out in a timely manner.

Generally, the role of the Chair is as follows:

- Chair regular board meetings and the Annual General Meeting
- Liaise with the Library Director on behalf of the Board
- Coordinate board activities
- Act as public Spokesperson for the Board
- Maintain relationships at the political level with key stakeholders and representatives of other organizations, and/or delegate Trustees to do the same.

3.7. Board Committees

3.7.1. Board Committees

The Board will appoint ad hoc and/or standing committees as required to help carry out its governance responsibilities. All committees will be accountable to the Board and will provide progress reports to the Board at each Board meeting.

Upon the appointment of each committee, the committee will appoint a Chair and define its Terms of Reference for approval by the Board prior to proceeding with its work. The Terms of Reference document will include the details as shown in the example in Appendix 5.7.

Committees may establish subcommittees for a specific purpose as needed, and they may include individuals who are not Trustees as necessary. Such subcommittees must report to the committee, which appointed them.

Standing Committees

The Board will appoint the following standing committees:

- Board Recruitment Committee
- Board Development Committee
- Finance, Lease & Funding Committee
- Facility & Capacity Committee
- Governance Committee
- Strategy and Reporting Committee

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These are separate committees. And is not the same as recruitment? What about other committees - lease & funding, strategy & reporting

The Board will appoint members to the existing standing committee(s) each year at the first Board meeting following the AGM for a one (1) year term.

The Board may establish additional standing committees at any time.

Ad Hoc Committees

The Board will appoint ad hoc committees as required to help implement specific projects, policy changes or other initiatives with defined goals and timelines.

The Board may appoint ad hoc committees at any time during the Board year and they will dissolve at the completion of the Board year at the next AGM.

In cases where ad hoc committee goals and timelines span more than one Board year, the Board will re-appoint the committee and re-affirm the committee's Terms of Reference at the first Board meeting following the AGM.

3.8. Annual Agenda

To accomplish its mandate consistent with Board policies, the Board will follow an annual agenda (Appendix 5.8). The agenda will focus Board attention on governance priorities using a systematic approach.

The Annual Board Agenda provides a guideline for Board's priorities throughout the year, and is reviewed and approved by the Board each December for the coming year.

3.9. Communications

All communications of the Board support the mission, vision, values, and goals.

Consequently the Board shall:

- 3.9.1. Establish and/or maintain effective communication links with:
 - a) the people and communities they serve;
 - b) other libraries;
 - c) other local governing bodies and community agencies;
 - d) provincial Library Branch
- 3.9.2. Ensure the means for people in the Town of Gibsons and SCRD Areas D, E and F to provide input to the GDPLA and to be informed.
- 3.9.3. Use communication strategies, which are open and honest, responsive, informed and clear.

4.0 Board – Library Director Relationship

4.1. Delegation to the Library Director

The Library Director is the only employee who reports directly to the Board and as such, the Board is responsible for selecting, compensating, evaluating, and, if necessary, disciplining or dismissing the Library Director.

The Board will establish governance policies. The LD is responsible for the implementation of those policies, as they effect operations, and is responsible for the development of operational policies.

Consequently:

- 4.1.1. The Board will direct the Library Director to achieve defined results, through the establishment of a Strategic Plan and Guiding Principles (see section 2.1).
- 4.1.2. The Board will evaluate the Library Director solely on the basis of operational performance, the policy framework, and defined expectations.
- 4.1.3. The Library Director is authorized to establish all operational policies, recommend new policies to the Board, make all operational decisions, and take necessary actions as long as they represent a reasonable interpretation of Board policies and Strategic Goals.

4.2. Library Director Job Description

As the Board's link to the operating organization, the Library Director's performance will be considered to be synonymous with organizational performance as a whole. An important part of the Library Director's job is to keep the Board informed and supported as set out in the Library Director's job description (Appendix 5.9).

4.3. Monitoring Executive Performance

As the Board's only employee, the Board must define the expectations of the Library Director, provide managerial oversight and periodically review his/her performance in meeting the defined expectations through an annual performance review. The annual performance review covers the period from January 1st to December 31st each year, and is conducted in order to ensure the Library Director is performing to expectations in meeting key work goals, has the competencies to achieve those goals and has a personal development plan to improve their skills.

As the Board's employee, the Library Director is also entitled to clearly understand his/her expectations and an objective annual review to demonstrate how they are being met.

The Board will use the Library Director Performance and Development Plan and Procedures (see current evaluation template in Appendix 5.10).

5.0 Executive Limitations

5.1. General Executive Constraint

The Library Director shall not allow the GDPLA to operate illegally, unethically, imprudently or in contravention of Board policy or the Library Act.

Consequently:

- 5.1.1. The Library Director shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent, discriminatory, unlawful or in violation of commonly accepted sound business and professional ethics, or is inconsistent with the policies of the Board or the Library Act.

5.2. Treatment of Employees

The Library Director shall manage staff in accordance with GDPLA's governance policies (values, missions, and goals) and current Union collective agreement.

5.3. Communication and Support to Board

With respect to providing information and support to the Board, the Library Director shall keep the Board informed and supported.

Consequently, the Library Director's communication and support to the Board will include, but is not limited to:

- Submit all necessary data to ensure the Board can fully monitor GDPLA finances and operations.
- Inform the Board of relevant library trends, anticipated adverse media coverage, and material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Assist the Board in formulating policies, offering options and implications rather than recommendations.
- Provide a record of official Board communications, including minutes of Board meetings and Board agendas.
- Deal with the Board as a whole except when responding to officers, committees, and/or liaisons duly charged by the Board.
- Provide support to committees and liaisons duly charged by the Board, and communicate when Board or committees and liaisons expectations exceed available time and resources.
- Provide periodic updates on the progress of implementation of the operational aspects of the Board's annual Goals and Objectives.
- Inform the Board of significant donations to the GDPLA.
Report in a timely manner actual or anticipated non-compliance with any policy of the Board.

5.4. Compensation and Benefits

The Library Director shall not cause or allow jeopardy to fiscal integrity or public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

The Library Director shall not make decisions with respect to compensation and benefits, including pension benefits, or with respect to personal policies in contravention with the current collective agreement with CUPE Local 391.

5.5. Asset Protection

The Library Director shall protect and maintain the assets of the GDPLA.

Consequently, the Library Director shall:

- Ensure that commercial liability insurance is in place. The SCRD provides insurance for the Building.
- Provide a program of regular and preventive maintenance of the GDPLA facility and contents.
- Maintain controls over funds, accounting records, and preparation of financial information to generally acceptable accounting standards.

5.6. Budgeting

The Library Director, in preparation of annual budgets and the five year budget, shall adhere to the priorities as established by the Board's Mission and Goals, ensure financial integrity, and demonstrate an acceptable level of foresight.

Consequently, the Library Director shall:

- 5.6.1. Prepare budgets, which contain sufficient detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 5.6.2. Prepare budgets, which contain sufficient detail to enable accurate projection of operating capital requirements.
- 5.6.3. Prepare a budget, which is based on Board goals and long term planning.
- 5.6.4. Budget so that expenditures to not exceed revenues at the end of the fiscal year, unless otherwise authorized by the Board.
- 5.6.5. Budget sufficient funds for Board meetings, Board development, preparation of financial statements, and legal fees.

5.7. Financial Stability

The Library Director shall ensure the financial health and stability of the GDPLA and the effective and efficient use of financial resources.

Consequently, the Library Director's fiscal responsibilities include, but are not limited to the following:

- Expend only funds that have been received in the fiscal year unless otherwise authorized by the Board.
- Indebt the organization only for amounts which can be repaid within 90 days and can be met by an existing bank line of credit.
- Use Long Term Reserves only for special expenses designated by the Board.
- Only with prior approval of the Board, draw down the Planning / Capital Reserve Fund, including accumulated interest earned.
- Maintain a sufficient level of available cash to settle payroll and debts in a timely manner.
- File tax payments or other government-ordered payments in an accurate and timely manner.
- Not permit current liabilities to exceed current assets.
- Expend money in a manner presented in the annual budget approval process of the Board.

5.8. Treatment of the Public

The Library Director shall ensure that the public, volunteers, and/or GDPLA members are treated in a fair and dignified manner.

The Library Director shall maintain complaint procedures that satisfy the Ombudsman's Fairness Checklist (appendix K). If a complaint has been made and the complainant is not satisfied with the Library Director's handling of their complaint, the Library Director will take it to the Board in accordance with the Procedures for Appeals of Library Actions and Decisions (see Appendix L).

Appendix A

GDPL STRATEGIC PLAN 2019 TO 2023

STRATEGIC GOALS AND ACTIONS	RESPONSIBILITY AND LEAD	TASKS	TIMELINE
<p>Goal: Develop Internal Capacity</p> <p>Action 1. A. Update Job Descriptions for Staff, including clarifying responsibility for the Newsletter, Website Updates, Social Media, Volunteers and Community Partnerships</p>	<p>Library Director</p>	<p>Facilitate a comprehensive job review for all staff in collaboration with CUPE 391</p> <p>Review and Clarify all marketing and partnership responsibilities</p> <p>Review and revise wage rates to accurately reflect new job descriptions</p>	<p>2019</p>
<p>Action 1.b: Develop job descriptions for Vice-Chair and Board Liaisons</p>	<p>Board Policy Manual Committee</p>	<p>-revise / update existing terms of reference</p> <p>-committee to seek input from Board as required, especially from those who have been in liaison or vice-chair roles in the past</p> <p>-clarify communication aspects of liaison roles</p>	<p>2019</p>
<p>Action 1 C: Hold annual staff/board working session to review and update strategic plan</p>	<p>Library Director and Board Chair</p>	<p>Plan a staff/ board working session to review the strategic plan and build a collaborative shared vision of GDPL and its future</p>	<p>2019</p>
<p>Action 1.d: Ensure ongoing communications with the Library Foundation, including an annual presentation to their board re our strategic plan</p>	<p>Board Liaison to Foundation and Library Director Board Liaison to lead</p>	<p>-attend monthly Foundation meetings</p> <p>-need to decide if Liaison should serve on Foundation board, too</p> <p>-present GDPL strategic plan to Foundation; the committee has decided to do this in the fall</p> <p>-explore possibility of joint meeting of both</p>	<p>2019–2022 inclusive</p>

		boards with the Foundation's chair	
Action 1 e: Develop job descriptions, training and expectations for volunteers in order to maximize the skills and expertise of members of the community who can support the library's work	Library Director, Administrative Services Coordinator, Circulation Services Coordinator, Outreach Services Coordinator, Child and Youth Services Coordinator		2020
Goal: Formalize and Develop Community Partnerships Action 2. A: Work with SD 46 to maintain and solidify partnership in terms of shared interests- presentations at schools, students orientations to the library, access to online databases and other collaborative opportunities	Library Director and Staff		2019-2022 Inclusive
Action 2 b: Formalize partnerships with VCH and SCCS with regard so supporting marginalized members of the community including lower income users, children living in poverty, First Nations and Newcomers to BC	Library Director and Staff		2019 to 2022 ongoing
Action 2 c: Provide opportunities for the community to participate in Truth and Reconciliation and work with the Skwxwu7mesh-Squamish Nation on reconciliation and partnership	Library Director and Staff	Implemented Kairos blanket exercise with elders from Squamish Nation	Completed Feb. 2019 2019 to 2022 ongoing
2 d: Formalize a working group with the SC Museum, Gibsons Arts Building and Gibsons Public Market to encourage partnerships and the building of Gibsons Cultural Corner	Library Director, Community Outreach Coordinator, Child and Youth Services Coordinator		2019 to 2022
Goal: Evolve to the changing needs of the community 3a: Ensure the collections are up-to-date, relevant and accessible, with a priority focus on YA	Library Director and Staff		2019 to 2022 ongoing
3b: Explore opening on Sundays in Winter/and or one more evening per week	Library Director and Staff		2020
3c: Develop programming and communications targeting remote and independent workers	Library Director and Staff		2020

3d: Provide clear information and orientation to online resources including inter-library loans, databases and e-books	Library Director and Staff		2020
3e: Update the website to make it more accessible and include staff photos with personal insights in About Us section	Library Director and Staff		2020
3f: Expand Community Programming to strengthen development of cultural corner	Library Director, Community Outreach Coordinator, Child and Youth Services Coordinator		2021
3g: Explore partnerships with local businesses to reach new residents and others who may not know of the library	Library Director and Staff		2021
<p>Goal: Maintain and Strengthen Library's Role as a Publicly Funded Community Hub</p> <p>Action 4 a: Maintain Tracking of internal metrics including circulation that are of use to staff, board, funders, government organizations, partners, and stakeholders. Include qualitative and quantitative data</p>	Library Director		2019 -2022 ongoing
Action (4.b): Increase library membership – to 65% of our population having 'active library cards'	Library Director, Staff, and Board of Trustees Library Director to lead	<p>-Trustees are encouraged to use their networks to actively promote the library and raise awareness of its programs and services</p> <p>-identify opportunities for the Library Director to make presentations (e.g. with the Chamber of Commerce)</p> <p>-the Library Director & Strategic Planning Cottee will work to establish formal service and performance metrics for the library.</p>	2019–2022 inclusive

<p>Action 4.c: Ensure that elected officials (SCRD, Town of Gibson's) are apprised of the library's role and how it aligns with local government priorities</p>	<p>Library Director and Board of Trustees Trustees to lead [confirm; should this be Chair?]</p>	<p>-provide ongoing support to SCRD and Town of Gibson's liaisons to facilitate clear communication and accurate information flows to local government -hold an information session / meet-and-greet between elected officials and trustees</p>	<p>2019–2022 inclusive</p>
<p>Action 4.e: Explore introducing library services (e.g. drop box or pick-up) at the recreation centre or elsewhere in Upper Gibson's</p>	<p>Library Director, Staff, and Board of Trustees Library Director and Board Chair co-lead</p>	<p>[identify tasks per timeline]</p>	<p>2021</p>
<p>Action 4.f: Work with the Library Foundation to explore new initiatives</p>	<p>Board of Trustees and Library Director Board Chair and Library Director co-lead</p>	<p>-Trustees are encouraged to support the Foundation's fundraising efforts (e.g. the Giving Tree) -co-leads will work to identify and prioritize library needs that would be suitable for fundraising, and make recommendations to the Board and Foundation</p>	<p>2021</p>

Appendix B. Canadian Library Association Statement on Intellectual Freedom and Libraries



Canadian Library Association Statement on Intellectual Freedom and Libraries

The Canadian Library Association recognizes and values the *Canadian Charter of Rights and Freedoms* <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Library Association supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights* <http://www.un.org/en/documents/udhr/index.shtml>, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Library Association affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Library Association affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Library Association holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and

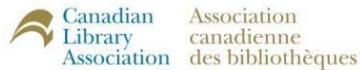
the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council ~



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*June 27, 1974 Amended November 17, 1983;
November 18, 1985; and September 27, 2015*

Source: http://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position_Stmt_27sept2015_ltrhd.pdf

Appendix C



Privacy Policy

Rationale:

All Library users have a right to privacy and confidentiality regarding the collection of personal information and the use they make of the Gibsons & District Public Library facilities, collections and websites. The release of such information would contravene the B.C. Freedom of Information and Protection of Privacy Act.

Policy:

Personal information related to Library registration, such as name, address, phone number and circulation records, including information that identifies materials checked out by a patron will not be divulged voluntarily except to the patron.

This policy is interpreted to include, but not be restricted to, maintenance of privacy of the following information and transactions:

- i. All records identifying the names or ID numbers of library users
- ii. All records identifying material the library user currently has checked out
- iii. All records identifying library user overdue material and be used only for the retrieval of that material
- iv. All reference questions
- v. All inter-library loan transactions
- vi. All holds placed or held
- vii. All online searches and their results
- viii. All items photocopied
- ix. All suggested purchases of library material submitted by library users
- x. All information pertaining to the identify of anyone conducting research on a particular subject
- xi. Any information pertaining to the borrowers of reference material

The Library will keep no record of questions answered that are linked to a specific person's name. Work notes used answering the question will be divulged only to other library employees involved in answering the same question.

All information related to a library user may only be used by library employees working within the scope of their duties.

When a library user visits the Library's website, the only data collected by GDPL is the number of visitors to different areas of the website.

Library user addresses and phone numbers stored in the Gibsons & District Public Library's database may not be given

or sold to other organizations and may one be used for library only mailings when appropriate

At no time may any library employee identify the name of a library patron with specific material, even to the police. Should a lawful order or subpoena requesting the information be presented, the Library Director shall immediately consult legal counsel and the Chair of the Board to determine what action to take.

Appendix D

Board Evaluation



BoardSelf-Evaluation

This questionnaire is to be completed by board members and the Library Director, then returned to the Development Committee. The Development Committee will review responses, then summarize the results/feedback at the following board meeting. **Responses will be kept confidential and anonymous.**

Section C (Evaluation of the Chair) is optional. Section D contains open ended questions, some of which you may choose not to answer. **Section E** (Performance of Individual Board Members) is a separate document, and **should not be returned or shared**—this is intended for you to reflect on privately.

The rating scale is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

A. How Well Does the Board Do Its Job? <i>(To be completed by all Board members & the LD)</i>		1	2	3	4	5
1.	Our organization has a three to five-year strategic plan.					
2.	The board’s annual agenda clearly reflect our strategic plan/goals.					
3.	The board ensures that the organization’s accomplishments and challenges are communicated to members and stakeholders.					
4.	The board is organized with the appropriate number of trustees with the right balance of skills and experience.					
5.	The board recruits new board members with gender balance and diversity in mind.					
6.	Most board members come to meetings prepared.					
7.	The board encourages and responds appropriately to different points of view.					
8.	The board refers to Governance Policies and Principles when making decisions and taking action.					
9.	The board has planned and led the orientation process for new board members, and board members know what is expected of them.					
10.	The board supports ongoing education and development for the Library Director and board members.					

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The rating scale is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

B. Board’s Relationship with Library Director <i>(To be completed by all Board members & the LD)</i>		1	2	3	4	5
1.	There is a clear understanding of where the board’s role ends and the Library Director’s begins.					
2.	There is good communication between the board, the Board Chair and the Library Director.					
3.	The board trusts the judgment of the Library Director.					
4.	The board provides feedback and shows its appreciation to the Library Director on a regular basis, including an annual salary review.					
Comments:						

The rating scale is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

C. Feedback to the Chair of the Board <i>(Optional – use for confidential feedback to the Chair)</i>		1	2	3	4	5
1.	The Chair is well prepared for board meetings, the agenda is concise and required documents are emailed ahead.					
2.	The Chair helps the board keep to the agenda, and runs the meetings efficiently.					
3.	The Chair listens well, facilitates discussion as needed, and ensures that everyone has an opportunity to be heard.					
4.	The Chair can maintain order at meetings.					
5.	The Chair is able to meet with an individual board member to discuss behavior that needs to be addressed.					
6.	The Chair formally evaluates the Library Director each year.					
Comments:						

Section D. – Questions to respond to, discuss in future, or reflect upon:

- 1) What does the board do well?
- 2) How can the board improve?
- 3) Do you have any suggestions for the board in terms of how we operate, run meetings, or organize committees?
- 4) Please suggest topics of interest for board development, and/or any ideas on how we can improve?
- 5) Do you have any comments on, or suggestions on how to improve, this evaluation.

Appendix E

GDPL Board Chair Job Description

The Role of the Chair

The Chair of the GDPLA Board is elected annually by the Board members at the first meeting following the Annual General Meeting. The Board as a whole makes all major Board decisions, sets policy and determines the direction of GDPL. The Chair acts as a coordinator and facilitator to ensure that the Board operates smoothly and responsibly, and that key tasks are carried out in a timely manner.

Generally, the role of the Chair is as follows:

- Chair regular Board meetings and the Annual General Meeting
- Liaise with the Library Director
- Coordinate Board activities
- Act as public Spokesperson for the Board
- Maintain relationships at the political level with key stakeholders and representatives of other organizations

Detailed Responsibilities

1. Chair Meetings and Coordinate Board Activities

The Board Chair is constantly vigilant to ensure that the Board fulfills its organizational, legal and fiscal responsibilities. As much as possible, the Chair delegates tasks among Board members so the workload is equitably distributed and Board members take on more responsibility as they gain experience.

The Chair does the following:

- Arrange and conduct regular Board meetings
 - Ensure that quorum will be available
 - Chair meetings according to policy and rules of order
 - Ensure Board activities are undertaken in accordance with the annual agenda
 - Organize Committees and Task Groups to handle Board work
 - Ensure that important issues or concerns which may not be on the annual agenda are not neglected
- Arrange and conduct other Board or Task Group meetings as needed
- Chair the Annual General Meeting of the GDPLA and oversee the election of Trustees (unless the Chair is up for election, in which case the Chair arranges for an alternate to conduct that portion of the meeting).
- Facilitate the ongoing success of the Board

- Ensure that Board members receive suitable training and orientation
 - Ensure that a succession plan is in place
 - Mentor and communicate with Board members as needed
 - Ensure that the Board maintains a positive organizational culture, and that meetings are respectful and effective.
 - Ensure that the Board conducts its own internal evaluations
 - Maintain key confidential Board records and files
- Ensure that the Board's processes are open and accountable to the GDPLA's members and the public.

2. Liaise with the Library Director

The Library Director is the Board's only employee. The Board as a whole is the employer and makes all major employment decisions, but the Chair ensures that communications are maintained in between Board meetings, and that the Board carries out its obligations as an employer. The Chair is the primary liaison with the Library Director for such matters as monitoring ongoing performance, setting professional development goals, and addressing any patron concerns regarding the Library Director. The Chair (and other Board members) provide guidance and support to the Library Director as requested or required. The Library Director helps the Chair stay informed about important library initiatives or issues between Board meetings.

3. Act as the Board's Public Spokesperson

The Chair is the GDPLA's chief representative in the political arena. The Chair represents the Board to the SCR D, the Town of Gibsons and other organizations as required. The Chair maintains relations with the GDPLA's key stakeholders.

The Chair represents the Board to the public and answers questions about governance.

The Chair acts as an advocate for the GDPLA at every opportunity.

Source: Gibsons and District Public Library Association website, <http://gibsons.bc.libraries.coop/files/2013/12/Chair-description-2013.pdf>

Appendix F

Terms of Reference Example Template

Committee Name

Terms of Reference

Committee Details

- Name of Committee* • (include YEAR created)
- Committee Members* ?
?
?
- Appointment & Review* • The Committee will report progress to the Board at each Board meeting until the next AGM. This is a **standing/ad hoc** committee, which will be re-appointed/dissolved after the AGM.

Purpose

- Goal(s)* ?
?
?
?

- Accountability* ?
?
?

- Responsibilities* ?
?
?

Appendix G

Annual Board Agenda

Gibsons and District Public Library Annual Board Agenda

Monthly The following is to be submitted to the Board Chair one week in advance of meetings, and to the Board as a Whole 5 days in advance of meetings as part of the agenda package:

Library Director's Report

Reports or any other relevant documentation from the Chair, Liaisons and Committees

January Library Director performance evaluation

Present budget to SCRD ("Round 1")

February Prepare for AGM

March (Combined Annual General Meeting followed by Board Meeting)

Annual General Meeting:

- External financial review report
- Appointment of Accountant

Board Meeting:

- Board orientation, and welcome package distribution
- Election of Chair and Vice Chairs
- Identify Committee requirements for coming year
- Appointment of signing authorities
- Appoint liaisons and members of Committees

April Stakeholders thank you and greet

May Joint meeting with Sechelt Public Library Board Chair and LD and the GDPL Board Chair and LD

Approve Board's Annual Goals and Objectives

Library Director Salary Review

June Develop board's Annual Goals and Objectives
Develop or Review GDPL's Strategic Plan

Information sharing session with the Gibsons Library Foundation
Picnic for Staff and Board

July & August (No Meetings)

September Progress Review of Annual Goals and Objectives

October Review annual budget and five year financial plan

Finalize budget (Submit draft for “Round 0” pre-meeting)

Appoint Nomination/ Recruitment Committee

Meet the Candidates Meeting when applicable

November Present budget to SCRD
 (“Round 0” - Budget pre-meeting with SCRD)

December Board’s Performance Evaluation

Revised: March 2019

Appendix H

Library Director of Gibsons and District Public Library (GDPL) Job Description

Reporting to the Library Board, the Library Director provides vision and leadership to the Library, and plans, organizes and directs all areas of its operations to effectively achieve the Library's mission, vision and values. The Library Director oversees the strategic planning, policy and financial frameworks as established by the Board.

The Library Director ensures that all library functions are carried out in accordance with established policies. Serves as secretary to the board and makes recommendations and presents reports to the Board; manages staff; sets standards for collection development and programming; and promotes and represents the Library in the community, regionally, provincially, nationally and to other appropriate organizations.

Primary Responsibilities

Board of Directors

1. Advises the Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to meet the needs of the community for library services and facilities.
2. Carries out Board policies and directives; reports to the board at each board meeting on the development and deployment of Library business.
3. Reviews existing policies and recommends changes or additions.
4. Coordinates and participates in strategic planning in conjunction with the Board.
5. Acts as a liaison between staff and Board.
6. Oversees Secretarial Duties to the Board including
 - i. Keeps minutes of every meeting of the Board and ensures distribution of minutes in accordance with Board policy.
 - ii. Prepares meeting agendas, in consultation with the Board chair.
 - iii. Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made.
 - iv. Coordinates the organization of the Annual General Meeting.
 - v. Conducts the Board's official correspondence as required.
 - vi. Maintains files of library records and correspondence.

Programs and Services

1. Develops procedures for the implementation of Library policies.
2. Plans, organizes, directs and evaluates library programs and services to ensure they align with strategic objectives. Allocates resources to ensure the effective and efficient operation of the library.
3. Oversees collection development to ensure alignment with strategic plan goals as well as proper

- maintenance and organization.
5. Prepares and distributes an annual report.

Human Resources

1. Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline and dismissal of staff, in accordance with provincial and federal legislation and the union agreement.
2. Responsible for negotiating and administering the collective agreement.
3. Advises the Board on staffing requirements.

Finance

1. Directs the financial administration of the library to ensure cost-effectiveness of services and operations.
2. Prepares the Library annual operating and capital budgets and presents to the Board for approval. Provides the Board with financial statements and other financial reports as required.
3. Serves as a signing officer of the Board.
4. Makes applications for and administers special grants.

Public Relations

1. Plans and coordinates an on-going public relations program to inform the public about the library and its services.
2. Acts as a liaison with other community organizations. Takes advantage of community activities, public speaking engagements and opportunities for community outreach.
3. Responds to patron's suggestions, problems and complaints.

External and Partnerships

1. Acts as a liaison with the provincial government agency responsible for British Columbia public libraries, InterLINK, BC Libraries Cooperative, BC Library Association and professional associations.
2. Liaises with the GDPL Foundation and provides support and direction as required.
3. Seeks opportunities to partner with other community organizations to provide most effective and efficient services to community members.

Other

1. Oversees the operation and maintenance of the library's physical facilities and capital equipment.
2. Keeps abreast of technological change and new developments in public libraries.
3. Willingness to work outside of normal working hours. Ability to travel out of town for meetings or as required.

1. .

