

## 300 Library Board

### 301 Board of Trustees of a Municipal Library

The Whistler Public Library is managed by the Whistler Public Library Board of Trustees. The Board of Trustees operates pursuant to the B.C. *Library Act* [RSBC 1996 Chapter 264 Part 2 – Municipal Libraries](#).

## 302 Board composition and operation

### 302.1 Board Executive

**302.1.1** The members of the Board Executive shall be the Chair, Vice-Chair and a Trustee (Member at Large) appointed by the Board. Special consideration shall be given to the Chairs of the Human Resources and Governance Committee (HRGC) and Advocacy and Fundraising Committee to serve as the Trustee (Member at Large) of the Executive Committee.

**302.1.2** The Library Director will attend meetings of the Board Executive.

**302.1.3** Each year, at its January meeting, the Board elects from amongst its members, a Chair, and a Vice-Chair, each for a term of one year. The Board additionally appoints a Trustee (Member at Large) to the Executive Committee for a one-year term.

**302.1.4** The position of Chair should not be held by the same person for more than two consecutive terms (four years).

**302.1.5** For purposes of succession planning, chairing committees and serving on the Executive Committee are opportunities to develop Trustees to take on Board leadership positions.

**302.1.6** Executive Meetings are held a minimum of one week prior to each Board meeting. An agenda for the Board meeting will be set at the Executive Meeting and forwarded to all Trustees in advance of each Board meeting. Additional Executive Meetings held as required.

**302.1.7** Policy issues raised with the Board Executive will be referred to the Board for decision.

**302.1.8** WPL Board of Trustees Executive Committee Teams of Reference

#### 302.1.8.1 ROLE

The Committee supports the Board in fulfilling its oversight responsibilities for the Whistler Public Library.

## **302.1.8.2 RESPONSIBILITIES**

The Executive Committee shall:

- 302.1.8.2.1** Identify potential informational needs for the Board
- 302.1.8.2.2** Support the Board in making informed decisions.
- 302.1.8.2.3** Create and review Board meeting agendas prior to each Board meeting.
- 302.1.8.2.4** Exercise the powers of the Board in any matters of administrative urgency, reporting every action at the next meeting of the Board.
- 302.1.8.2.5** Serve as an informal resource for the Library Director.
- 302.1.8.2.6** Review the annual Board Self Evaluation and share the results with the full Board for their review at the end of each year and planning for the upcoming year.
- 302.1.8.2.7** Oversee the annual Performance and Development Plan of the Library Director and provide a summary to the Board to ensure the Board is kept informed and has the opportunity to provide input.

## **302.1.8.3 VOTING**

All members of the Committee are entitled to vote on matters before the Committee.

## **302.1.8.4 ACCOUNTABILITY AND REPORTING RELATIONSHIP**

The Executive Committee reports any decisions and is accountable to the WPL Board of Trustees.

## **302.1.8.5 TERM**

The Executive members shall be appointed annually by the WPL Board of Trustees by virtue of the positions they hold. See item 302.1.1

## **302.1.8.6 QUORUM**

A quorum shall consist of the majority of the voting members of the Committee.

## **302.2 Board Meetings**

- 302.2.1** Board meetings take place at the library at a time and date determined by the Board. Meetings may also be conducted by electronic means or use a hybrid of in-person and electronic participation. Meetings are open to the public.
- 302.2.2** *Robert's Rules of Order* is used as a reference to help conduct the meetings of the Board.
- 302.2.3** The Board will meet in camera on any personnel matter, and on any other issue which, in the opinion of the Board, requires confidentiality.
- 302.2.4** For consideration at a Board meeting, a report, petition, or any other written submission by the public must be received in writing by the Board not less than seven days in advance of the meeting.
- 302.2.5** Persons wishing to make an in-person presentation to the Board must make written application to the Library Director's office, indicating the substance of their enquiry or brief, not less than seven days prior to each Board meeting.
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## **302.3 Board Committees**

- 302.3.1** Annually the Board reviews committees and composition and appoints from among its trustees such committees as may be required, and each committee selects a chair.
- 302.3.2** Committee chairs, when required, call committee meetings, prepare agendas, provide reports, and bring decisions to the Board for discussion and approval.
- 302.3.3** Committees shall be appointed with term of reference as required.
- 302.3.4** The Board may invite volunteers from the community to participate on committees in a non-voting capacity.
- 302.3.5** The Chair is an ex-officio member on all committees.

## **302.4 Risk Management Policy**

- 302.4.1** The Board of Trustees, having the responsibility for the management and control of the Library and ensuring accountability to stakeholders, will support risk management activities through policy setting and oversight.
- 302.4.2** The Executive or Risk Management Committee will be responsible for creating a Risk Register and a Risk Report and will work with the Library Director to ensure an operational risk management plan is in place.
- 302.4.3** The Board will review and approve the Risk Register annually and the Risk Report every three years.

## **302.5 Board Conflict of Interest**

- 302.5.1** Trustees shall act at all times in the best interests of the library rather than particular interests or constituencies. This means setting aside self-interest and performing their duties regarding the affairs of the library in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the board.
- 302.5.2** Trustees shall serve without remuneration.
- 302.5.3** A trustee who has reason to believe that a breach of the Conflict of Interest Policy has or is likely to occur shall report the matter to the Board Chair or Vice-Chair.

## **302.6 Trustee Conduct**

- 302.6.1** Trustees are expected to advocate for and support the vision, mission and values of the library.
- 302.6.2** Trustees ensure that the financial affairs of the library are conducted in a responsible and transparent manner.
- 302.6.3** Trustees conform with the policies approved by the Board.
- 302.6.4** Trustees publicly demonstrate acceptance, respect and support for Board and Library Director decisions.
- 302.6.5** Except as required by law or as expressly permitted, a trustee shall not disclose confidential information relating to library matters obtained in his or her capacity as a trustee. This confidentiality requirement shall survive the trustee's term on the library Board.
- 302.6.6** Trustees are bound by and must adhere to the Freedom of Information and Protection of Privacy Act.
- 302.6.7** Trustees shall not make public statements on behalf of the library Board.
- 302.6.8** The Board Chair and Library Director are the media contacts for the Board.

## **302.7 Trustee Indemnification**

**302.7.1** Trustees are indemnified both by the Library Act and by the RMOW.

**302.7.2** No action for the debts or obligations of a library board may be brought against an existing or former trustee, employee of a library board or a person acting under the direction of the library board.

**302.7.3** Protection does not apply if the trustee, employee, or person acting under the direction of the library board has, in relation to the conduct that is the subject of the action, been guilty of dishonesty, gross negligence or malicious or willful misconduct, or if the cause of action is libel or slander.

## **303 Board and Library Director Evaluation**

### **303.1 Board Competency Assessment**

**303.1.1** Annually, the Executive or HRGC Chair administers a Board Competency Assessment to the trustees. The Board Competency Assessment is completed utilizing an online survey tool.

**303.1.2** A summary of the results of the Board Competency Assessment is presented by the Board Chair or HRGC Chair and discussed in camera at a suitable Board meeting prior to the annual recruitment interviews of the new Trustees.

### **303.2 Board Self Evaluation**

**303.2.1** Annually, the Executive or HRGC Chair administers a Board self-evaluation to the trustees. The Board self-evaluation is an anonymous online survey.

**303.2.2** The Board Chair or HRGC Chair reviews and summarizes the results of the Board self-evaluation.

**303.2.3** A summary of the results of the Board self-evaluation is presented by the Board Chair or HRGC Chair and discussed in camera at a suitable Board meeting.

### **303.3 Library Director Board Performance Input**

**303.3.1** The Board Chair and Chair of the HRGC will work directly with the Library Director and General Manager of the Community Engagement and Cultural Services at RMOW to develop an annual Professional Development Plan (PDP) as well as to conduct mid-year and year end reviews.

**303.3.2** The Board Chair and Chair of the HRGC will keep the Board informed and request input on annual PDPs as well as mid-year and year end reviews.

**303.3.3** The PDP and related reviews are a personnel matter and, accordingly, shall remain confidential.

## 304 Trustee Ancillary

### 304.1 Trustee Conference Attendance and Travel

**304.1.1** The Board encourages trustees to attend relevant workshops and seminars. All workshops must be approved by the Board Chair.

### 304.2 Trustee Expenses

**304.2.1** A Trustee submits a claim for expenses to the Chair for approval.

**304.2.2** An approved expense claim is submitted to the Library Director for reimbursement.

### 304.3 Trustee Service on other Boards

**304.3.1** In their capacity as Board members, trustees may receive invitations to serve as executive officers, or as committee members, of trustee-related or other associations. A trustee may serve in such capacities, provided that he or she fully discloses the details of such service, and at all times avoids any actual or apparent conflict of interest.

### 304.4 Trustee Representation on InterLINK

**304.4.1** A trustee will be appointed to represent the Board at meetings of the InterLINK Board of Directors.

## 305 Trustee Training and Development

The Board values training and development. It seeks to reduce barriers for Trustees to access training opportunities to continue to provide quality and future-focused oversight of and guidance to the Whistler Public Library.

An emphasis on collective learning, whether through group training or sharing insight from individual learning, assists in achieving the training and development goals for the Board as a whole.

The Board shall annually identify training and development priorities and resources for the Trustees.

**305.1** The goals of Trustee training and development are to:

**305.1.1** Build a mutual foundation of knowledge and understanding of public library governance,

**305.1.2** Ensure that Trustees are informed and appreciate current library challenges across North America,

**305.1.3** Enhance Trustee skills as needed, and

**305.1.4** Keep Trustees actively engaged and interested in Board work by interacting with Trustees from other BC libraries.