

FSJPLA BOARD POLICIES & PROCEDURES



2023

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1.1 PURPOSE AND STATEMENTS

The Fort St. John Library Association (FSJPLA) Board of Trustees (Board) is an integral player in the oversight and strategy development of the Fort St. John Public Library (FSJPL). The Board is comprised primarily of volunteers whose values and knowledge make the FSJPLA a cornerstone for the community it serves. To maintain transparent oversight and strong community confidence, the FSJPLA has developed the Board of Trustees Policy and Procedures.

1.2 APPLICATION

The content of this Policy and Procedure Manual applies to all members of the Board of Trustees and those affected by the Board's actions.

1.3 AUTHORITY

Revisions can only be authorized by the FSJPLA Board as defined by the Library Act (BC).

1.4 LEGISLATION OF INTEREST

- [Library Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

1.5 POLICIES AND PROCEDURES FOR THE BOARD OF TRUSTEES

1.5.1 AUTHORITY AND STRUCTURE OF THE BOARD

- Board Membership is listed on the FSJPL [website](#);
- The Board derives its authority from Part 4 of the [Library Act \(BC\)](#), which defines:
 - Who can and cannot vote or hold office;
 - Continuation of the role of the library board;
 - Composition of the library board;
 - Elections and term of office of members;
 - Election of chair and vice chair;
 - Regular and special meetings of the library board;
 - General powers and duties of library board;
 - Budget, expenditures, and financial statements.
- The Board is comprised of not fewer than 5 or more than 9 members, elected from themselves by the members of the FSJPLA at the Annual General meeting (AGM) as well as three (3) appointed members:
 - One (1) member appointed by the City of Fort St John Council;
 - One (1) appointed representative from each Areas B and C of the Peace River Regional District;
- No member shall serve as a trustee for more than eight (8) years (Library Act), with no more than seven (7) years in the same executive position;
- Trustees cannot be nor having relations with employees of the FSJPLA.

1.5.2 REQUIREMENTS FOR TRUSTEE APPOINTMENTS & ELECTIONS

- To reflect the diversity of the community the library serves, the Board aspires to a balanced mix of representation, as it relates to skill sets, leadership styles, and diversity of thought and Trustee background. A vacancy arising during the term of office of an elected member is to be filled, for the remainder of the term, by an appointment made by the library board at the first meeting after the vacancy arises or as soon afterward as is convenient. Applications will be reviewed and determined by the Board.
- Eligible members of the association may apply, in writing, to fill a posted vacancy on the FSJPLA Board. Expression of interest can be made by way of a letter, which can be dropped off at the Fort St John Public

Library or by email, addressed to any current Board member listed on the website. Vacancies will be posted on the FSJPL website.

- Eligible members of the association may also stand for election to the Board during the Association's AGM. Eligible members of the association, wishing to stand for election, must attend the AGM.
- The number of trustees and their terms are mandated by the BC Library Act, which allows terms of 2 years, eligibility for re-election or reappointment, and a limit of serving set at 8 consecutive years.

1.5.3 RESPONSIBILITIES OF THE BOARD

- Responsibilities:
 - To oversee and manage the finances for the FSJPL.
 - To set strategic direction for the FSJPL and ensure its implementation.
 - To ensure policies and procedures adequately reflect the operational needs of the FSJPL;
 - To form a negotiations committee responsible for the negotiation and sign-off of collective agreements;
 - To hire the Director of Library Services;
 - To obtain legal services should the situation arise;
 - To authorize goods and services greater than \$10,000;
- Trustees must be familiar with the Library Act (BC);
- Upon commencement of duties each trustee must receive and conduct themselves in accordance with the [Effective Board Member Handbook](#);
- Trustees must be familiar with:
 - [FSJPLA Policies and Procedures](#);
 - Meeting minutes for the previous year;
 - Library history and operations;
 - Other trustee, staff and associates' names, positions and responsibilities;
 - [BC Library Statistics](#);
 - [FSJPLA Strategic Plan, Annual Reports Policies and Procedures and Budgets](#);
 - [FSJPLA BCGEU Contract](#).
- One Board Trustee will represent the FSJPLA on the Northeast Library Federation (NELF). The member will attend all NELF meetings and report updates to the Board:
 - When required by NELF the Trustee has signing authority on behalf of the FSJPLA on policy or NELF affairs, but not financial;
 - When unable to attend a NELF meeting the trustee will seek to identify a designate. If no trustees are available, the Trustee will notify NELF in advance of the meeting.
- The Board Executive shall consist of: Chair, Vice-chair, and Treasurer. The Director of Library Services acts as Board Secretary.

1.5.4 DUTIES OF THE BOARD CHAIR

- No Trustee shall act as the Board Chair (Chair) unless doing so in conjunction with Section 37 of the [Library Act \(BC\)](#);
- The Chair will conduct themselves in accordance with the [Effective Board Member Handbook](#) as distributed by the BC Library Trustees' Association.
- The Chair may choose to delegate responsibilities in alignment with the [Library Act \(BC\)](#), however the Chair retains responsibility for their role;
- Responsibilities:
 - Chairs the meetings in alignment with the current version of Robert's Rules of Order;
 - Calls all Board meetings;
 - Approves the draft agenda for submission to members of the Board. The draft agenda is created by Director of Library Services;
 - Represents the Board and FSJPLA on matters working with the Fort St John Municipal Council and Peace River Regional District;

- Represents the Board and FSJPLA when responding to public questions and media enquiries;
- With input from Trustees, library staff and stakeholders, conducts an annual performance review of the Director of Library Services;
- Acts as a signing authority when Board authorization is required;
- Facilitates establishment of the Strategic Plan and conducts final sign-off for implementation;
- Creates committees at their discretion or the recommendation of the Board Trustees;
- Is a voting member of the Board.

1.5.5 DUTIES OF THE BOARD VICE-CHAIR

- The Vice-Chair has the powers of the Chair as per [Section 37\(2\) of the Library Act \(BC\)](#);
- May be authorized as a signing officer.

1.5.6 DUTIES OF THE TREASURER

- Is an authorized signing officer;
- Is responsible in ensuring the FSJPL meets its obligations with the Canada Revenue Agency (CRA), including filing annual reports to CRA and [BC Registry Services](#);
- Assists the Finance Committee with financial matters by overseeing bookkeeping, and financial statements, including year-end and presenting them at the AGM;
- Assists the Board in the preparation of the annual budget prior to September 15th of each year and presents this budget to the fund-granting authorities and the public;
- Reviews monthly statement with Director. Presents statement to the Board at monthly meeting.

1.5.7 DUTIES OF THE DIRECTOR OF LIBRARY SERVICES

- The FSJPL Director of Library Services (also referred to as The Chief Librarian or The Director) is appointed by the FSJPLA Board of Trustees and is the sole employee of the FSJPLA.
- The Director’s duties as defined in the Library Act are:
 - General supervision and direction of the library and its staff
 - The secretary to the library board and to the public library association, and
 - Powers and duties the library board assigns to the chief librarian from time to time.
- Acts as Secretary to the Board, unless another member of the Board is elected to the role.
- The Board will define the Director of Library Services powers and duties through its job description, which will be reviewed and updated on an annual basis as well as direction derived from Board meetings.

1.5.8 DUTIES OF THE SECRETARY

- Maintain books and financial records under the direction of the Treasurer;
- Maintains records of meeting proceedings;
- Maintains records of all relevant Board communication;
- Distributes meeting minutes along with upcoming agendas and material for review to each of the trustees a minimum of one week prior to a Board meeting;
- Confirms trustee attendance for meetings one week prior and informs the Board Chair if quorum will not be met at least 24 hours prior to the meeting;
- Is an authorized signing officer.

1.5.9 BOARD MEETINGS

- Board Trustees must not disclose in-camera information (privileged and private) received during their time serving the FSJPLA as Trustees, or once their term of service has concluded.
- Trustees are expected to attend all Board meetings. Must notify Secretary and Chair of planned absences.
- If a Trustee is absent from three consecutive regular meetings without prior discussion with the Chair, their position is deemed vacated;
- Members of the FSPLA are welcome to attend monthly meetings, with the exception of in-camera.

- Trustees will review and approve meeting agendas at the start of each meeting. Pressing items not on the agenda may be proposed and voted on to be added for discussion;
- Meetings are held monthly, with dates determined for the upcoming year at the AGM. The Board may choose to forgo meetings in July, August and December;
- A special meeting can be called by a minimum of three Trustees, or by the Chair;
- Board meeting schedules will be posted on the FSJPL website.
- Board meetings are not open to members of the public without special invitation.
- The Board will host an AGM in the month of April on a date fixed at the January meeting;
- The date and location of the AGM must be advertised in advance on the FSJPL website and through social media.

1.5.10 BOARD CONDUCT

- Board Trustees must not disclose private or privileged information received during their time serving the FSJPLA as Trustees, or once their term of service has concluded;
- Library property provided to Trustees to perform their assigned duties must not be used for illegal activities or personal benefit and must be returned at the end of their term;
- Trustees must conduct themselves in a professional manner, and not use their position with the FSJPLA Board to leverage personal agendas;
- Statements made on behalf of the Board must be done by the Chair or his/her designate;
- Trustees must fully disclose, in writing, to the Board of Trustees, if they are potentially in perceived or real conflict of interest on decisions relating to contracts, transactions or situational outcomes;
- Trustees shall not participate in debate, discussions or negotiations where they may be in a real or perceived conflict; however, they may be present to answer specific questions and provide clarification to other trustees.

1.5.1 BOARD COMMITTEES

- The FSJPLA Board Committees may establish following committees:
 - Finance and Revenue Development;
 - Management and Personnel;
 - Advertising and Promotion;
 - Facilities;
 - Strategic Planning and Policy Review;
 - Others as approved by the Board.

1.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	July 15, 2023
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Signature of Approval	MB

2.0 FORT ST JOHN PUBLIC LIBRARY ASSOCIATION POLICY AND PROCEDURES PROCESS

2.1 PURPOSE AND STATEMENTS

The Fort St John Public Library Association (FSJPLA) has developed and implemented several policies to best serve its patrons and members, guide staff, volunteers and Board Trustees and uphold its strategic plans while achieving its mission, vision and values. This policy and procedure are developed as the overarching framework to ensure the suite of policy and procedures remain in line with operational objectives, making them a valuable tool.

2.2 APPLICATION

The policies and procedures in this manual apply to library staff and Board trustees.

2.3 AUTHORITY

Revisions to the contents of this manual can only be authorized by the FSJPLA Board of Trustees.

2.4 LEGISLATION OF INTEREST

- [Library Act](#)

2.5 POLICIES AND PROCEDURES PROCESS

2.5.1 RESPONSIBILITY

Creation of policy is the Board's purview and procedures are the purview of the Director's. All staff, volunteers, Board Trustees and patrons have a role to identify and bring forward to the Board Chair and Director policy and procedure gaps and misinformation, along with suggested changes. Individual policy and procedure documents outline those responsible for sign-off, revisions, and deletions. New policy topics shall be brought forth for a decision to proceed to policy and procedure development.

2.5.2 POLICY DISTRIBUTION

The FSJPLA will strive to make all policies and procedures available to the public, with the exception of documents designed for internal use or that contain confidential information.

2.5.3 INFORMATION ON POLICY AND PROCEDURES

- Policies and procedures are developed to support the FSJPL staff, volunteers, Board trustees and patrons in achieving a common understanding of relevant legislation, and operational requirements and practices while supporting the FSJPL in achieving its strategic goals and mission, vision and values;
- A policy is the "what and why,"
- A procedure is the "how"; the organizational actions required to achieve the policy.
- The FSJPLA will combine policies and procedures into one document by topic;
- Procedures will be separated from policy statements, or combined, whichever is most logical for the user;
- The FSJPLA will consider the development of policy and/or procedure when:
 - There is an area in which inconsistent principles are being applied and consistency is required;
 - A topic is complex or essential to the organization and requires defined process;
 - Few individuals know the policy/procedure there is a risk of knowledge loss if they leave or are absent from the FSJPLA.
 - The topic can be defined and clarified through a policy or procedure.
- Individuals proposing a policy or procedure will:
 - Determine if a policy/procedure is required on the subject matter and discuss it with the Director of Library Services and the Board Chair.

- Determine what is already existing on the subject matter, including legislation, within the FSJPL and with other libraries and organizations.
- Review the template for policies and procedures;
- Address the following questions:
 - Why is the policy/procedure being written? What is its purpose?
 - Who is the intended audience?
 - What legislation already addresses this topic?
 - What are the main topics for the policy?
- Ensure the document can be understood and implemented by someone not familiar with the topic;
- Forward to Director for review and consideration to be brought forth to the Board.

2.5.4 POLICY REVIEW

- Existing policies will be reviewed on an annual basis, or earlier if a need is identified;
- Each policy will have the review date updated annually;
- Secretary will maintain schedule of last reviews;
- The policy review will determine: if the policy is still needed, what needs to be added to the policy, and what needs to be removed from the policy;
- Additions or deletions of policies or procedures will be brought forward first to the Director and the Board Chair for consideration, and then to the Board for review once it is drafted;
- External policies will be posted on the [FSJPL website](#) and policies will be shared on the Staff Information Portal within two weeks of sign-off.

2.6 TABLE OF APPROVAL

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