Library Board Member Information Package:

- General Description of Board Member Responsibilities

- Municipal Library Section of the BC Library Act

Please Note: To be eligible as a Library Board Member you must either reside within the Town municipal boundaries or in the rural Electoral Area "A" Fire Protection/Recreation & Cultural Benefitting Service Area.
General Description of Smithers Public Library Board Members Responsibilities for Potential New Members

GENERAL DESCRIPTION: The Smithers Public Library Board is comprised of volunteers from the community. The Board is responsible for providing overall direction to the Library to ensure relevant, comprehensive and efficient service to the community. The Library Board is established by the Library Act of the Province of British Columbia and since the Smithers Public Library is a municipal Library, members are appointed to the Board by the Town of Smithers Council. The Library Board works closely with the Town of Smithers Council and Town staff to provide efficient and effective services. The Board is comprised of six to eight members that bring a broad range of experience, knowledge and skill to the Board.

MORE SPECIFICALLY:

- The Board uses a consensus approach to making decisions and members are encouraged to explore new approaches to situations.

- Focused discussion is encouraged to seek the best solution.

- The Board works by committee and members are encouraged to take on projects that they enjoy or have expertise in.

- Each year the Board is responsible for preparing budget submissions to the Town of Smithers for the next year’s operating expenses.

- Each year the Board is responsible for prudently administering all funds made available to the Library from all sources.

- Each year the Library accounts are reviewed by an independent auditor.

- The Board initiates and completes various projects to improve Library services.
• In the past the Board has coordinated preparation of detailed plans for a new Library and coordinated construction of an entranceway courtyard as well as ongoing strategic planning.

• The Board is constantly seeking funding to support Library service delivery and explores ways to respond to the needs of Library users.

• The Board meets once a month to perform its responsibilities.

• Board meetings are kept focused and proceed in a timely manner.

• The Board works from an interactive approach and members socialize and enjoy each other's company.

New members are encouraged to attend a one day workshop regarding the roles and responsibilities of Board members (all costs are covered). Members also represent the Smithers Public Library at various Library conferences and report back to the Board regarding pertinent topics.

Overall the Library Board is great a way to give back to your community and to see real results. Depending upon your level of involvement you can spend a minimum amount of time or become engaged in various exciting, challenging and rewarding projects that benefit the whole Bulkley Valley.

For further information contact the Smithers Public Library Director or any Library Board member.
LIBRARY ACT
[RSBC 1996] CHAPTER 264

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Part 1 — Introductory Provisions

Definitions

1 In this Act:

"aboriginal government" means an aboriginal organization exercising governmental functions;

"elector" has the meaning it has in the Local Government Act;

"electoral participating area" means an area that
   (a) is within a service area for the service of participation in a regional library district under Part 3 of this Act, and
   (b) is all or part of an electoral area as defined in the Local Government Act;

"integrated public library system" means an integrated public library system the operation of which is continued under section 60;

"library board" means,
   (a) in Part 2, the library board of a municipal library,
   (b) in Part 3, the library board of a regional library district,
   (c) in Part 4, the library board of a public library association, and
   (d) in Part 5, a library board referred to in paragraph (a), (b) or (c), and includes
      (e) a federated library board in sections 46 to 48, 50, 51 and 53 to 55, and
      (f) an integrated public library system in sections 46 to 51;

"library federation" means a federation established by agreement under section 49;

"municipal library" means a library established under section 3;

"net taxable value of land and improvements" means net taxable value of land and improvements for hospital district purposes under section 26 (3) of the Hospital District Act;

"newspaper" has the meaning it has in the Community Charter;

"population" means the population determined under section 22;

"public library" includes a municipal library, a regional library district, a public library association and an integrated public library system;

"public library association" means a public library association continued under section 31;

"regional library district" means a regional library district established under section 14.
Purposes of this Act

2 The purposes of this Act are
   (a) to encourage the extension and use of public library service throughout British Columbia,
   (b) to enable the delivery of public library service in British Columbia by
      (i) providing for the establishment and operation of municipal libraries, regional library districts and library federations, and
      (ii) allowing existing public library associations and integrated public library systems to continue to operate, and
   (c) to support improvements in public library service.

Part 2 — Municipal Libraries

How a municipal library is established

3 (1) A municipality may, by bylaw, establish a municipal library.
   (2) A municipal library may be established under subsection (1) in a municipality served by a public library association, but only if the association has requested the municipality to assume responsibility for providing library service in the municipality.
   (3) [Repealed 2003-52-157.]

Role and status of the library board

4 (1) A municipal library is to be managed by a library board called the "[insert name of municipality] Public Library Board".
   (2) The members of the library board and their successors in office are a corporation with the powers and duties given in this Part.

How the library board is appointed

5 (1) The municipal council must appoint the members of the library board at the first meeting of the municipal council after the coming into force of the bylaw establishing the municipal library.
   (2) The library board is to consist of an uneven number of members, not fewer than 5 or more than 13, selected as follows:
      (a) one from the municipal council;
(b) the remainder from people who are residents or electors of the municipality and who are not members of the municipal council or employees of the municipality or library board.

(3) All subsequent regular appointments are to be made each December at the first regular meeting of the municipal council.

(4) Before selecting anyone under subsection (2) (b), the municipal council must invite applications for membership by publishing a notice in a newspaper.

(5) A vacancy arising during the term of an appointment is to be filled, for the remainder of the term, by an appointment made at the first meeting of the municipal council after the vacancy arises.

(6) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

**Term of office**

6 (1) The member appointed to the library board from the municipal council holds office for one year, or for the remainder of the year for which the appointment is made.

(2) One half of the members first appointed to the library board under section 5 (2) (b) hold office for a term of one year, and the others hold office for a term of 2 years.

(3) All subsequent regular appointments under section 5 (2) (b) are for terms of 2 years.

(4) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.

(5) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

(6) On receiving a report from the library board, the municipal council may remove a member of the library board for cause, including if the member

(a) fails to attend 3 consecutive regular meetings of the library board without its written approval,

(b) becomes an employee of the municipality or of the library board, or

(c) ceases to be a resident or elector of the municipality.
**Election of chair and vice chair**

7 (1) The library board must elect a chair and a vice chair at its first meeting in each year after appointments are made to the library board.

(2) If the chair is not present at a meeting of the library board, the vice chair has all the powers of the chair and is subject to all rules applicable to the chair.

(3) If neither the chair nor the vice chair is present at a meeting of the library board, the members present may elect an acting chair who has, during the meeting, all the powers of the chair and is subject to all rules applicable to the chair.

**Regular and special meetings of library board**

8 (1) The library board must meet at regular intervals at least 6 times a year.

(2) A majority of all the members of the library board is a quorum.

(3) The chair or any 2 members may call a special meeting of the library board by notifying, in writing, the other members at least 2 days before the meeting and stating in the notice the purpose of the meeting.

**General powers and duties of library board**

9 The library board

(a) may make rules for managing its business and for regulating the use of its facilities and services by the public,

(b) may appoint any committees of its members that it considers necessary to carry out its business,

(c) must appoint a chief librarian,

(d) may hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,

(e) may lease land or buildings for library purposes, but only with the prior approval of the municipal council,

(f) may acquire personal property for library purposes and dispose of personal property,

(g) may contract, for a term of not more than 5 years, for professional or other services for library purposes,

(h) may sue and be sued,

(i) may have a common seal and may alter or change it, and
(j) must prepare an annual report in the form approved by the minister and must send copies of the report to the minister.

Budget and financing

10 (1) On or before March 1 in each year, the library board must prepare and submit to the municipal council its annual budget for providing library service in the municipality.

(2) The municipal council must approve, with or without amendment, the budget submitted to it under subsection (1).

(3) At the request of the library board, the municipal council may approve an amendment to the approved budget.

(4) The municipal council must include in the municipality’s annual budget a sum sufficient to finance the library board's approved budget.

(5) The municipality must pay to the library board the sum included in the annual budget and the payments must be made on the dates scheduled by the library board and the municipality.

Expenditures and financial statements

11 (1) The library board has, subject to the approved budget, exclusive control over the expenditure of

(a) all money provided by the municipal council for library purposes,

(b) all money given to the library board,

(c) the revenue derived from any source, including

   (i) fees,

   (ii) fines, and

   (iii) money recovered by the library board for detention, damage or loss of library materials, and

(d) all money received by the library board under an agreement to provide library service.

(2) The library board must provide to the municipality annual financial statements that have been audited in the same manner and at the same time as the financial statements of the municipality.
Powers and duties of chief librarian

12 The chief librarian
   (a) has general supervision and direction of the municipal library and its staff,
   (b) is the secretary to the library board, and
   (c) has the powers and duties the library board assigns to the chief librarian from time to time.

Abolition of municipal library and dissolution of library board

13 (1) A municipal council may only abolish a municipal library by bylaw adopted with the assent of the electors.
   (2) On adoption of a bylaw under subsection (1), the library board is dissolved.
   (3) When the library board is dissolved, the assets of the library board are vested in the municipality and any liabilities or obligations of the library board are assumed by the municipality.