

2.	LIBRARY BOARD	
2.1.	Governance	
<i>Effective</i>	<i>2002</i>	<i>Revised 2006</i>
<i>Next Review</i>	<i>2011</i>	

- 2.1.1. A Library Board, constituted according to the *Library Act*, governs the Library.
- 2.1.2. The Library Board consists of seven members appointed by City Council and the RDEK.
- 2.1.3. The Chief Librarian is the ex-officio Secretary of the Board.
- 2.1.4. The Library Board has the power to determine and adopt policies for its own guidance and for the governance of the Library. These policies shall be in accordance with the *Library Act*.
- 2.1.5. The Library Board shall follow local, provincial and federal laws; municipal and regional bylaws relating to library service; understand and adhere to the *Library Act*; understand and fulfill legal responsibilities; abide by the British Columbia *Freedom of Information and Privacy Protection Act* and ensure complete and accurate records are kept by the Library.
- 2.1.6. Library Board members shall adhere to the *Library Board Code of Ethics* and *Library Board Trustee Guidelines* (see Appendix).
- 2.1.7. The Library Board prepares and presents a budget for the upcoming year to City Council and the RDEK. The budget provides a detailed estimate of sums required by the Library Board to meet the ordinary expenses of maintaining and managing the Library.
- 2.1.8. The Library Board has exclusive control of funds provided for Library purposes from the City and the RDEK; of all money granted, donated or bequeathed to the Library Board from any source; of the revenue derived from fines or money recovered for detention, damage or loss of material belonging to or in custody of the Library; of revenue generated from the sale of surplus material; and of all money received under agreement for library services.
- 2.1.9. The Library Board maintains regular accounts of all financial transactions and provides these for audit by the City's auditors.
- 2.1.10. The Library Board prepares an annual report of its doings, which it provides each year to City Council, the RDEK and the Public Library Services Branch for the Minister; and makes available to the public.
- 2.1.11. The Library Board promotes public library services to the community.
- 2.1.12. The Library Board appoints the Chief Librarian.
- 2.1.13. The Library Board's Officers conduct an annual performance review of the Chief Librarian.

2.1.14. The Library Board confirms appointments of support staff made by the Chief Librarian; prescribes rules for conduct of all staff; fixes compensation for all staff; and has the power to remove any appointee.