

GP-04	LIBRARY BOARD COMMITTEES		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1995, 2002, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To outline the committee and liaison positions trustees fill to represent the Library Board's interests and prepare the material required to ensure that its meetings can be conducted in an effective and efficient manner.

2. SCOPE

This policy applies to all Library Board trustees.

3. DEFINITIONS

BCLTA – The British Columbia Library Trustees Association represents all public library trustees at the provincial level.

KLF – The Kootenay Library Federation supports its member libraries in sharing ideas and resources to expand their capacity to deliver programs and services within their communities.

Friends of the Library – A volunteer organization that raises funds to enhance the Library's facility, collections, programs and services.

4. GENERAL

- a. The Chair shall appoint trustees to liaison and standing committee positions no later than the second regular meeting following the Inaugural Meeting.
- b. Appointments to ad hoc committees will be made at the time they are struck by the Library Board.
- c. The Chair shall consider the preferences of individual Library Board trustees when making appointments, with two exceptions where the Library Board chair and vice-chair get automatically appointed:
 - ◆ British Columbia Library Trustees Association liaison
 - ◆ Chief Librarian Performance Review committee
- d. All committees will at a minimum have a chair and vice-chair. Additional members may be appointed at the discretion of the Library Board.
- e. The Library Board Chair and Chief Librarian are ex-officio members of all committees.
- f. The Library Board Chair can be the chair of a committee.
- g. The Library Board refers issues to the appropriate committee for further research and to make recommendations.
- h. All committee recommendations will be brought to a meeting of the full Library Board for discussion and approval.

5. LIAISON POSITIONS

- a. Liaisons represent the Library Board's interests to the staff and in local, regional and provincial library-related organizations.
- b. An alternate is appointed to act as the liaison should the primary liaison be unavailable.
- c. There are four standing liaison positions:
 - ◆ Personnel liaison

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- ◆ BCLTA liaison – This person can hold a position on the BCLTA Board
- ◆ Friends of the Library liaison
- ◆ KLF representative – this person is the Library’s Board representative on the KLF Board

d. The Library Board chair is the BCLTA liaison; the vice-chair is the alternate.

6. STANDING COMMITTEES

a. The Library Board has three standing committees: Planning & Policy Development, Community Relations & Resource Development, and Chief Librarian Performance Review.

b. Planning & Policy Development

- i. This committee ensures that the Library Board has a short and long term plan for library service development, and that community needs are regularly assessed.
- ii. This committee is responsible for the coordination, implementation and communication of the Library’s strategic planning and development process.
- iii. This committee initiates, receives and reviews policy proposals, and makes recommendations to the Library Board as to their dispositions.

iv. Responsibilities

- ◆ Assess and identify community needs for library service.
- ◆ Develop goals and objectives to meet expressed community needs.
- ◆ Ensure optimum community access to library services and resources.
- ◆ Develop and maintain plans for short and long term growth of library service. This includes ongoing coordination and development of the Library’s Strategic Plan and Five Year Financial Plan.
- ◆ Identify areas and reviews proposals for new policy development.
- ◆ Revise existing Library Board policies to reflect changing circumstances and new Library Board directions.
- ◆ Review and respond to suggestions, complaints and requests from the community relating to current policies or policy change.
- ◆ Carry out initiatives related to Library Board development. This includes issues related to Library Board structure and governance as well as to trustee roles, responsibilities and education.

c. Community Relations & Resource Development

- i. This committee aims to strengthen community and government support and awareness of the services and value of the Library through initiatives related to public relations, advocacy, partnerships, cooperation and revenue generation.
- ii. This committee establishes and maintains effective relationships with all levels of government, external agencies and the general public in order to promote a positive image of the Library.
- iii. This committee acts as an advisory committee to the Library Board and Chief Librarian regarding all matters of revenue generation.
- iv. This committee initiates, receives and reviews policy proposals directly related to community relations and resource development, and makes recommendations to the Library Board as to their disposition.

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v. Responsibilities

- ◆ Develop strategies for increasing public awareness of, and support for, the Library’s vision, mission and values, its strategic plan, and its services and resources.
- ◆ Prepare and present advocacy plans and revenue generating initiatives to the Library Board for review.
- ◆ Implement approved advocacy plans and revenue generating initiatives and evaluate the effectiveness of the fundraising program.
- ◆ Work with the Friends of the Library to align their fundraising activities with identified Library needs.
- ◆ Develop strategies for partnering or cooperating with other agencies.
- ◆ Recommend policies related to community relations and resource development.

d. **Chief Librarian Performance Review**

- i. See policy HR-13 Performance Review.

7. AD-HOC COMMITTEES

- a. Issues outside the mandate of the standing committees will be dealt with by the Library Board through the appointment of an ad hoc committee.
- b. An ad hoc committee may consist of specific trustees or it can be a committee of the whole. The terms of reference of an ad hoc committee may allow for the participation of people not serving on the Library Board.

RELATED POLICIES

GP-03 Library Board Meetings