

GP-04	BOARD COMMITTEES AND LIAISONS		
APPROVED	16 November 2023	EFFECTIVE	1986
AMENDED	1995, 2002, 2003, 2006, 2011, 2016, 2021, 2023	NEXT REVIEW	2026

1. PURPOSE

To authorize the establishment of Board committees and liaison positions.

2. SCOPE

This policy applies to all Library Board trustees.

3. STANDING COMMITTEES

- a. The Library Board shall establish standing committees, as set out below, to assist with ongoing responsibilities.
 - i. Standing committees shall make recommendations to the Board and do not have the authority to make decisions on behalf of the Board.
 - ii. The Chief Librarian will send out notices of committee meetings and agendas, ensure minutes taken at meetings, and send out minutes to committee members and the Board Chair.
 - iii. The predominant structure of standing committee meetings is that recommendations are determined by consensus not by voting; however, if a vote is needed, a simple majority is required to pass the motion. If decisions need to be made between regularly scheduled meetings, the Chair may poll the Committee by phone or email to obtain Committee approval or rejection. Any such decisions made between meetings shall be documented in the minutes of the following regularly scheduled meeting.
 - iv. Once a committee has decided on its recommendations, it is up to the Chief Librarian to put these recommendations in an acceptable form for the committee chair to present at the Board meetings.
- b. **Governance Committee**
 - i. The Chair, in consultation with Board members, shall appoint a committee annually to oversee key governance processes of the Library and provide recommendations in this area to the Board.
 - ii. The Governance Committee shall consist of 4 members including the Board Chair and Vice Chair who shall be voting members. Quorum is achieved if 2 members are present.
 - iii. At its first meeting of the year, the Committee shall select a Chair.
 - iv. The Governance Committee is responsible for:
 - ◆ Trustee succession planning, including identifying desirable attributes for trustees, and recommending new trustees in accordance with Policy GP-02.
 - ◆ Ensuring there is adequate orientation, training, and development of trustees.
 - ◆ Ensuring the Board is performing effectively, including overseeing periodic Board self-assessments, and the identification and implementation of agreed upon improvement initiatives.
 - ◆ Ensuring there is an effective strategic planning process for the Library to use in developing its strategic plans.

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- ◆ Ensuring that the necessary Board-level policies for the Library are in place and periodically reviewed.
- ◆ Ensuring that major risks that could affect the Library's ability to achieve its Mission are identified, assessed, and presented to the Board.

c. Finance Committee

- i. The Chair, in consultation with Board members, shall appoint a Finance Committee annually to supervise and monitor the financial matters of the Library and report the same to the Board.
- ii. Finance shall consist of 4 members, including the City Council representative. The Board Chair shall be ex-officio, a non-voting member. Quorum is achieved if 3 members are present.
- iii. At its first meeting of the year, the Finance Committee shall select a Chair.
- iv. The financial and budgetary duties of the Finance Committee are to:
 - ◆ On a quarterly basis, examine the financial statements, budget compliance reports and other financial information and report on same to the Board.
 - ◆ Review budget change requests received from the Chief Librarian and make recommendations on same to the Board.
 - ◆ Review the 5-year financial plan, annual operating and capital budget submissions, and surplus utilization requests prepared by the Chief Librarian, and make recommendations on same to the Board.
 - ◆ Review, on an annual basis, all financial investments and make recommendations to the Board on investments of more than \$10,000.
 - ◆ Review, on an annual basis, all donation and fundraising revenue, and one-time grants received by the Library, and the reports on the disposition of same.
 - ◆ Prepare the 5-year Cranbrook Public Library Endowment Fund Plan in accordance with Policy FP-11, and review, on an annual basis, the activities of the Endowment Fund and management of the Fund by the Kootenay Rockies Community Foundation.
- v. The Finance Committee shall be responsible for the following related to financial governance:
 - ◆ Meet, in a timely manner, with the Chief Librarian to review the annual audited financial statements and Statement of Financial Information filings and make recommendations pertaining to these items to the Board.
 - ◆ Receive any management letter or other communication from the external auditors to the Board and respond if required.
 - ◆ Receive any internal financial audit reports from the Chief Librarian and recommend corrective actions to the Board.
 - ◆ Regularly review financial, risk management, and other relevant policies and, when deemed necessary, recommend changes to the Board.

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d. Human Resources Committee

- i. The Chair, in consultation with Board members, shall appoint a Human Resources Committee (HR) annually to monitor and review personnel matters of the Library.
- ii. The HR shall consist of 3 members, including the Board Chair and Vice Chair who shall be voting members. Quorum is achieved if 2 members are present.
- iii. At its first meeting of the year, the HR Committee shall select a Chair.
- iv. The responsibilities of the HR Committee are to:
 - ◆ Review the content and scope of the Library’s Human Resources policies and any other policies that may involve or impact human resource management and development, and recommend policy changes to the Board.
 - ◆ Be apprised of any potential risks in the area of human resource management, such as those pertaining to human rights, morale issues and legal obligations such as mandated by WorkSafeBC.
 - ◆ Manage all human resource issues related to the Chief Librarian including recruitment, hiring, setting expectations and performance goals, regularly reviewing expectations and performance goals, conducting the annual performance review, and the termination process.
 - ◆ Conduct an annual performance review with the Chief Librarian in accordance with Policy HR-13, reviewing the total compensation package and making recommendations to the Board regarding any changes, and developing and revising the performance review system as needed.
 - ◆ Participate in and assist the Chief Librarian with any significant personnel issues.
 - ◆ At least every 3 years, review all Library staff compensation and benefits, in consultation with the Chief Librarian.

e. Engagement Committee

- i. The Chair, in consultation with Board members, shall appoint an Engagement Committee annually to promote the Library’s profile in the community, and strengthen relationships with stakeholders and partners.
- ii. The Engagement Committee shall consist of 3 members. The Board Chair shall be ex-officio, a non-voting, member. Quorum is achieved if 2 members are present.
- iii. At its first meeting of the year, the Engagement Committee shall select a Chair.
- iv. The responsibilities of the Engagement Committee are to:
 - ◆ Ensure the initiatives contained in the Communications Strategy are implemented, review the Strategy at least every three years, and make recommendations for improvement.
 - ◆ Develop strategies for increasing public awareness of the Library’s services, resources and programs.

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4. AD HOC COMMITTEES

- a. The Board may appoint ad hoc committees to deal with matters of limited duration. An ad hoc committee is a special, one-task, short-term committee, which has a definite length of term.
- b. Some members of an ad hoc committee may be drawn from outside the Board, but the committee operates in the same manner as a standing committee.
- c. The Chair may make further appointments to any ad hoc committee as deemed necessary.
- d. Terms of reference shall be developed for each ad hoc committee to set out procedural matters and to ensure responsibilities are clear.
- e. Ad hoc committees assist Board activities by doing the groundwork and research in designated areas of concern for library policy, and making recommendations on that policy to the full Board where the final decisions are made.

5. LIAISONS

- a. The Chair shall appoint trustees to serve as liaisons with the following local, regional, and provincial library-related organizations:
 - ◆ British Columbia Library Trustees Association
 - ◆ Kootenay Library Federation
 - ◆ Friends of the Cranbrook Public Library
- b. The Chair shall also appoint alternates to serve if the primary liaison is unavailable.
- c. At the regular meetings, liaisons will report to the Board on the activities of the respective organizations.

RELATED POLICIES

OP-13	Communications Protocol
GP-02	Trustee Terms of Office
FP-05	Risk Management
FP-11	Endowment Fund
HR-13	Performance Reviews
HR-20	Compensation