



Trochu Municipal Library Board

Trusteeship Policy

1. Appointment:

- a. A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by town council.
- b. A person who is an employee of the municipal board is not eligible to be a member of that board.
- c. Not more than 2 members of council may be members of the municipal board.
- d. A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
- e. Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.

2. Date of appointment:

- a. The appointment of the members of the municipal board shall be made on the date fixed by council.
- b. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

3. Formal orientation:

Newly appointed trustees shall receive a handbook of library governing documents.

The board encourages trustees to participate in continuing education programs to enhance their skills as board members.

4. Board Duties:

- a. The Municipal Board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.
- b. Written resignation must be submitted to the board and council if trustees wish to resign before their term has expired.
- c. If a trustee misses 3 consecutive meetings, without reasonable extenuating circumstances they may be asked to resign their position on the board.

5. Expenses:

- a. Expenses shall be granted to trustees on board business provided prior approval has been obtained. Expenses include registration or other fees, books or other materials, travel costs, accommodations and meals at the discretion of the board. Board business includes regional meetings, workshops, and conferences. No honoraria shall be granted to trustees
- b. Trustees shall be members of the library and the library card fee will be waived for any serving board member.

6. Robert's rules of order shall be used by the chair to conduct board meetings.

7. Trustee reports shall be available at board meetings even in the absence of the member. Reports include minutes, current treasurers' report, and committee reports. The minutes of all meetings shall be kept in a special binder in the library, and posted on the library's website.
8. The library board shall submit an annual report to town council, to include financial reports and proposed budget for the upcoming year, as well as any changes to the by-laws, or other documentation which the town council deems necessary for efficient management of the library.
9. The library board shall have annual policy reviews.

Revised January 2007

Reviewed and revised February 2019

Approved by the board June 11, 2019

Reviewed and revised at the planning meeting March 4th 2020.

Approved at the AGM May 5th 2020

Randy Lacey, Board Chairperson

Sections 1, 2 & 4a taken from the **Libraries Act**, section 7 on "Municipal Libraries."