

BOARD GUIDELINES FOR

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD

BG-GOV-01.4

COMMITTEE:	Governance Committee	PASSED:	22 September 2016
TOPIC:	Board Governance	AMENDED:	24 May 2022
		REVIEW PERIOD:	As required.

BOARD GUIDELINES

The Library Board is established to provide progressive, collective leadership and direction to the Library and to set the framework for the operating context. All appointed trustees are entrusted to direct the activities of the organization as a whole rather than in their own interest or that of any specific group.

Core Duties and Responsibilities of the Library Board

- Determine the Library’s mission, vision and values
- Develop, implement and monitor a Strategic Plan
- Select, support and evaluate the Library Director
- Set the macro policies of the Library
- Maintain fiscal oversight
- Operate the Board effectively
- Orient and engage board members
- Identify risk
- Fundraise
- Advocacy

Complementary Roles of the Board and the Library Director

In order to fulfil its vision and achieve its mission, the Library Board operates within a model that distinguishes between strategic leadership and operations/management. The Board and the Library Director have distinct and complementary responsibilities in advancing the mission of the Library.

The Board provides the overall leadership and strategic direction for the Library. It then delegates authority and responsibility to the Library Director in a manner that provides a broad degree of freedom to exercise creativity and judgment to achieve the goals of the organization. The Board ensures that the Library’s goals are clear, the parameters and approval points are established, and the evaluation criteria are mutually understood.

Authority of the Board, Committees and Individual Trustees

The Library Board exercises its authority under the BC *Library Act* and its amendments. The Board exercises its authority as a whole. The Board will, from time to time, appoint committees and task forces it may deem necessary. No individual trustee, committee or task force can act with the authority of the Board unless specifically delegated to do so by the Board. When the Board authorizes a trustee, committee or task force to act on its behalf, it does so in a manner consistent with the Board’s policies.

Appendix: Who Does What—at a Glance

Who	What
CHAIR OF THE LIBRARY BOARD	<ul style="list-style-type: none"> ▪ Elected at the first board meeting of the year ▪ Chairs regular board meetings ▪ Serves as ex- member on board committees (full voting member of HR and Advocacy Committees) ▪ Trains new trustees in board structure, operations and role in the community ▪ Works in partnership with the Library Director on behalf of the Board ▪ Is the public face of the Board and the library systems and its impact on the community
DIRECTOR OF LIBRARY SERVICES	<ul style="list-style-type: none"> ▪ Principal administrator of library services ▪ Secretary to the Board; provides reports, advice and recommendations to the Board in order to support its work ▪ Recommends policy to the Board ▪ Reports regularly on all areas of responsibility
VICE CHAIR	<ul style="list-style-type: none"> ▪ Elected at the first board meeting of the year ▪ Serves in the place of the Chair when the Chair is unavailable ▪ May play a role in the succession planning of the Chair role
TRUSTEES	<ul style="list-style-type: none"> ▪ Attend all meetings ▪ Come prepared to participate at meetings ▪ Represent the library at community events ▪ Stay informed about the library ▪ Serve on board committee(s) ▪ Give due consideration to the views of Board colleagues and the Library Director ▪ Participate fully in the Board’s discussions and decision-making process and then supports the decisions taken in any communications with others
BOARD COMMITTEES	<ul style="list-style-type: none"> ▪ Members are appointed at the first board meeting of the year ▪ Chairs are selected by committee membership at the first meeting ▪ Committee members participate on the committee on the same basis as any other volunteer with no special authority to act on behalf of the Library beyond the limits of the terms of reference of that committee
• ADVOCACY	<ul style="list-style-type: none"> ▪ A Committee of the Whole ▪ Raises awareness and tells the story of NVDPL in the community ▪ Builds on the existing relationships with government funding bodies, partner organizations and other groups and institutions
• GOVERNANCE	<ul style="list-style-type: none"> ▪ Committee oversees key governance processes of the library; provides recommendations in this area to the Board
• FINANCE AND AUDIT	<ul style="list-style-type: none"> ▪ Committee supervises and monitors the financial and infrastructure matters of the library and reports the same to the Board
• HUMAN RESOURCES	<ul style="list-style-type: none"> ▪ Committee monitors and reviews personnel policies of the Library ▪ Coordinates human resource issues relating to the Director of Library Services
DISTRICT OF NORTH VANCOUVER (DNV)	<ul style="list-style-type: none"> ▪ Primary funder of the Library ▪ The District’s CFO is NVDPL’s CFO