

## 2.1 Duties and Responsibilities of the Town of Coaldale Library Board

Town of Coaldale Library Board is the legal authority for the Coaldale Public Library. The Board is responsible for governing the Library. Members of the Board, called Trustees, are appointed by the Town of Coaldale Municipal Council. Trustees are volunteers representing the interests of the community. A Trustee is responsible for actively participating in discussion, policy development, and decision making.

Requirements of a Trustee:

- belief in the importance of libraries
- commitment to the work of the Library
- interest in or knowledge of one or more of the areas of Board governance: policy, finance, program, personnel or advocacy
- willingness to serve on one or more Board committees
- commitment to attend Board and committee meetings
- support of special and fundraising events.

### Trustee Duties

#### Policy Governance

- ensure adherence to the *Libraries Act* and Regulations
- enact and update bylaws as required under Section 40 of the *Libraries Act*, Alberta
- submit reports to provincial and federal regulatory agencies
- review, prepare, and approve policies
- initiate and regularly revise the policy manual

#### Program and Service Governance

- ensure the Head Librarian has a program planning cycle
- ensure Library resources are effectively utilized in the delivery of programs and services
- keep a current Plan of Service
- ensure the development and funding of programs and services based on the current Plan of Service

#### Personnel Governance

- define roles, responsibilities and functions of the Board
- hire, evaluate and terminate the Head Librarian
- set policies for staff salaries, compensation, fringe benefits, health and retirement plans
- orient and train Trustees

#### Financial Governance

- ensure that facilities and capital equipment are meeting Patron needs
- establish budgeting and financial reporting systems
- approve the budget and review it periodically
- review and approve fundraising strategies
- participate in fundraising activities as required

## Advocacy Governance

- represent the community and act as the Library's spokesperson in the community
- represent the Library to the community, government and library system
- monitor government legislation and advise elected officials on the impact of current and proposed legislation
- cooperate with other groups in the community on projects of joint interest
- participate in issue clarification and resolution
- develop community awareness of the unique role the Library plays

## Evaluation

- participate in organizational evaluation
- monitor Board effectiveness
- recommend continuing education activities for Trustees

## Trustee Responsibilities (from the Alberta Libraries Trustees Association):

- believing and supporting the vision and mission of the Library
- being aware of the legal responsibilities of a Trustee
- contributing knowledge, experience, or expertise in major management areas such as finance, personnel, program, policy, or advocacy
- being aware of issues affecting the Library
- handling Board business effectively and fairly
- maintaining an active Library membership
- participating in the development of framework, governance, and operation policies
- helping to develop goals and objectives congruent with the Library's vision and mission
- regularly evaluating and reviewing bylaws, policies, and goals and objectives, and amending as required
- ensuring adequate funds from government and other sources to carry out goals and objectives
- participating in the financial management of the Library
- developing awareness of the difference between Board and staff roles
- increasing knowledge of library matters through discussion, ongoing orientation, and attendance at workshops and conferences
- participating in the organization and implementation of marketing and fundraising plans and activities
- assisting in the formation of partnerships with other community organizations
- embracing the Alberta Library Trustees' Association *Code Of Ethics* and the Canadian Library Association *Statement Of Intellectual Freedom*.