

## **ROLE OF THE BOARD**

### **PURPOSE**

The purpose of this policy is to articulate the responsibilities of the City of Lethbridge Library Board.

### **PERSONS AFFECTED**

City of Lethbridge Library Board Trustees

### **POLICY STATEMENT**

The Board of Trustees represents the public interest in libraries. Appointment to the Library Board constitutes a public trust. The Board's chief responsibility is to see that the public library effectively serves the municipality that supports it.

To do this, the Board:

1. Determines Library vision, mission, guiding principles and goals (in the Plan of Service) appropriate to the needs of the community and re-examines them annually.
2. Advocates for adequate funding from the City, other current funding sources and new sources as appropriate, to achieve the Plan of Service.
3. Establishes policies and bylaws governing the Library, and files all updates and amendments with the Public Library Services Branch and City Clerk's office.
4. Develops the operating budget and reviews and amends as required annually.

### **RESPONSIBILITIES**

The Board:

1. Speaks with one voice, usually the Chair, who may delegate the responsibility to another Board member.
2. Informs representatives of all levels of government and other stakeholders of the Library's progress and needs.
3. Informs City Council of the skills and experience required of Board Trustees.
4. Advocates for and represents the Library to the community and the community to the Library.
5. Operates within the Province of Alberta *Libraries Act, Regulation* and other relevant provincial and federal laws and municipal bylaws.
6. Pursues professional development through continuing education opportunities and/or participation in provincial and national library organizations.
7. Cooperates with other libraries and library organizations to maintain and enhance the quality of library services for Albertans.
8. Operates in an open and accountable manner, using clear rules of order and procedures.
9. Monitors and regularly discusses the Board's own processes and performance.

## **MONITORING**

The Board reviews compliance with this policy at least every three years.

## **REFERENCES**

- Province of Alberta *Libraries Act*
- Current Plan of Service

## **REVISION HISTORY**

- November 13, 2008: Approved
- May 10, 2017: Revised
- February 23, 2021: Reviewed