



Bowen Island Public Library

Board Manual

Table of Contents

| | |
|--|----|
| INTRODUCTION | 5 |
| THE ROLE OF THE BOARD | 5 |
| THE STRUCTURE OF THE BOARD | 5 |
| Appointments and Term of Office..... | 5 |
| Board Executive..... | 6 |
| Committees | 6 |
| Standing Committees | 6 |
| Ad Hoc Committees..... | 6 |
| Duties of the board..... | 7 |
| Primary duties of the Board | 7 |
| Duties of Trustees..... | 7 |
| Conduct of Board Members | 8 |
| Conflict of Interest..... | 8 |
| Strategic Planning..... | 9 |
| Reporting and Accountability..... | 9 |
| Bowen Island Municipality | 9 |
| Province of British Columbia | 9 |
| The Public | 10 |
| Communication and Advocacy..... | 10 |
| Board Development | 10 |
| Complaints Review | 11 |
| Calendar of Board Activities | 11 |
| Operation and Management of the Board..... | 12 |
| Meetings..... | 12 |
| Role of the Chair | 13 |

| | |
|--|----|
| Role of the Vice-Chair..... | 13 |
| Role of the Treasurer..... | 13 |
| role of the secretary..... | 13 |
| Role of the Chief Librarian..... | 14 |
| Role of the Municipality..... | 14 |
| Finances..... | 15 |
| Funding..... | 15 |
| Budget..... | 15 |
| Budget Timeline..... | 16 |
| Financial Reporting..... | 16 |
| Affiliated Organizations..... | 16 |
| Bowen Island Public Library Foundation..... | 17 |
| Friends of the Bowen island Library Society..... | 17 |
| Public Library InterLINK..... | 18 |
| Provincial Ministry..... | 18 |
| British Columbia Library Association (BCLA)..... | 19 |
| British Columbia Library Trustees Association (BCLTA)..... | 19 |
| Appendices..... | 21 |
| 1. Library Act..... | 21 |
| 2. Canadian Library Association (CLA) Statement on Intellectual Freedom..... | 21 |
| 3. Library History..... | 22 |
| 4. Bowen Island Public Library - Vision, Mission and Guiding Principles..... | 24 |
| 5. Committee structure and mandates..... | 25 |
| Finance Committee..... | 25 |
| Personnel Committee..... | 25 |
| Policy and Planning Committee..... | 26 |

| | | |
|-----|--|----|
| 6. | Code of Conduct Policy..... | 28 |
| 7. | Conflict of Interest Policy | 29 |
| 8. | foippa – Freedom of information..... | 30 |
| 9. | chief Librarian job description..... | 30 |
| 10. | Operating Guidelines between BIM and BIPL | 30 |
| 11. | Bowen Island Library Foundation Constitution and Bylaws..... | 33 |
| 12. | Friends of the Bowen Island Library Society Constitution | 33 |

INTRODUCTION

The Bowen Island Public Library (the Library) is a municipal library, established under the Bowen Island Municipality (BIM) Bylaw No. 262. The Library Board of Trustees (the Board) operates under the authority of the [Library Act of British Columbia](#) [RSBC 1996, Chapter 264], and as the legal authority for the Library, the Board is responsible for the highest level of decision making. The Board is appointed by BIM Council and is responsible directly to the BIM Council and the community for prudent oversight of the Library's operations.

The following Policy Manual, which draws upon the Library Act, sets out the policies and procedures by which the Board operates. As such it is a management guide for Trustees and senior staff of the Library. The Policy Manual also serves as a reference for BIM Council and other elected and community bodies in considering and addressing library-related matters.

The Bowen Island [Library history is included in the Appendix](#).

THE ROLE OF THE BOARD

The Board determines the purpose of the Library; develops plans to support the vision, mission, and guiding principles of the Library (see [Appendix](#)); sets policies governing the services and operation of the Library; seeks to obtain adequate funding for library materials, services, and programs; hires and evaluates the Chief Librarian; promotes the Library in the community; represents the organization to external stakeholders; and reports to appropriate agencies and government bodies.

The Library subscribes to and the Board supports the Statement on Intellectual Freedom of the Canadian Library Association
[CLA Statement on Intellectual Freedom](#)

The Board approves annual capital and operating budgets for the operation of the Library, and has exclusive control of funds provided for library purposes from the BIM general revenues, from direct grants, other agencies, donations, bequests, fund development, or any other source, and is a corporation with exclusive control over the approved library budget.

THE STRUCTURE OF THE BOARD

APPOINTMENTS AND TERM OF OFFICE

The Board consists of 11 members (Trustees or Board Members), of which a majority shall form a quorum, appointed by Municipal Council. Ten are appointed for two-year terms (staggered) and are eligible for reappointment for a maximum of eight consecutive years. The 11th Trustee is a member of the Municipal Council and is appointed for one year and is eligible for re-appointment. The council member acts as a Library Board Member. The Chief Librarian is ex-officio secretary to the Board and does not have a vote. Details of how appointments are made can be found in the [Library Act, s. 5](#).

BOARD EXECUTIVE

The Board executive consists of the Chair, the Vice-Chair, Treasurer, and Chief Librarian (non-voting). The Chair, Vice-Chair, and Treasurer shall be elected by Board members from among their number at the first meeting in each year after appointments are made to the library board.

If the Chair is not present at a meeting of the Board, the Vice-Chair will assume the role of Chair. If neither the Chair nor the Vice Chair is present at a meeting, the members present may elect an acting Chair for the duration of the meeting.

The Treasurer will act as Chair of the Finance Committee and will liaise with the Chief Librarian on all financial matters and budget reports.

The Chair, Vice-Chair, Treasurer, and Chief Librarian are signing authorities for the Library.

COMMITTEES

Committees are appointed by the Board Chair. All committees require a mandate and terms of reference, including committee membership. The Board Chair and Chief Librarian are ex-officio members of all committees. Structure and mandate of standing committees are provided in the Appendix.

Standing Committees

The Board has three standing committees (Finance, Personnel, and Policy & Planning) that do preparatory work and make recommendations to the Board. In this work, they are supported by the Chief Librarian and library staff as directed by the Chief Librarian. The standing committee members are appointed by the Board Chair at the first Library Board meeting following annual board appointments by the municipality.

Ad Hoc Committees

Ad hoc committees or working groups may be established, as required by the Board, to carry out specific tasks as well as make recommendations to the Board. Ad hoc committees or working groups shall be considered to be discharged on the completion of the purpose for which they were appointed and after a final report is made to the Board.

DUTIES OF THE BOARD

PRIMARY DUTIES OF THE BOARD

- Define and/or safeguard the vision, mission, and guiding principles within which it expects the Library to be administered, and to review these periodically
- Oversee development and approval of a strategic plan and approve annual budgets
- Govern the Library through broad policies and planning objectives approved by the Board, formulated with the Chief Librarian and staff, and reviewed periodically
- Select and support a Chief Librarian to whom the responsibility for administration of the Library is delegated
- Review and evaluate annually the performance of the Chief Librarian on the basis of a specific job description and approved objectives
- Present to Municipal Council for its approval budgets for the resources to finance the Library and its programs
- Account to the public, key stakeholders, and Municipal Council for the services of the Library and expenditures of funds
- Ensure prudent and proper management of the Library's resources
- Approve and periodically review personnel policies within which human resources will be managed
- Establish guidelines within which the Board and Chief Librarian may negotiate pay and benefits with staff
- Regularly review the Library's services and programs to ensure that they are consistent with the vision, mission and guiding principles of the Library and are relevant to community needs
- Represent the Library and its programs through interpretation to the community; serve as an advocate for services of good quality
- Receive and respond to complaints from patrons and staff about services or products through a formal complaint procedure

DUTIES OF TRUSTEES

Each Trustee is expected to become an active participant in a body that functions effectively as a whole. In addition to assisting in the exercise of the major duties of the Board outlined above, Trustees are responsible for exercising due diligence in the performance of their duties.

Responsibilities include:

1. Being informed of the legislation under which the Library exists and the Library's vision, mission, guiding principles, code of conduct, and policies
2. Keeping informed about the activities of the Library and its community
3. Attending Board meetings regularly, serving on committees of the Board, and actively contributing to the work of the Board
4. Exercising the same degree of care, diligence, and skill that a reasonably prudent person would show in comparable circumstances
5. Explicitly voicing at the time a decision is being taken any opposition to a decision being considered by the Board
6. Asking all Trustees to review a decision if the Trustee has reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations

7. Supporting Board decisions made in good faith by Trustees in a legally constituted meeting
8. Knowing and respecting the distinction in the roles of Board and staff consistent with the principles underlying these governance policies
9. Exercising vigilance for and declaring personal conflict of interest in accordance with the Library's policies

CONDUCT OF BOARD MEMBERS

Trustees are expected to comply with the Code of Conduct Policy (see [Appendix 6](#)) that encourages the development of a spirit of collective decision-making, shared objectives, and shared ownership of, and respect for, Board decisions.

Trustees and the Chief Librarian will at all times conduct themselves in a manner that:

1. Advocates for and supports the vision, mission, and guiding principles of the Library
2. Serves the overall best interests of the Library rather than those of any particular constituency
3. Brings credibility and good will to the Library
4. Respects principles of impartiality and due process
5. Respects and gives fair consideration to diverse and opposing viewpoints
6. Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the Library
7. Demonstrates good faith, prudent judgment, honesty, transparency, and openness in their activities on behalf of the Library
8. Ensures that the financial affairs of the Library are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship
9. Conforms with the policies approved by the Board
10. Publicly demonstrates acceptance, respect, and support for decisions legitimately taken in transaction of the Library's business

CONFLICT OF INTEREST

Trustees are expected to comply with the Conflict of Interest Policy (see [Appendix 7](#)).

Trustees shall act at all times in the best interests of the Library rather than particular interests or constituencies. This means setting aside self-interest and performing their duties in transaction of the affairs of the Library in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Trustees shall serve without remuneration. No Trustee shall directly or indirectly receive any profit from his or her position as such. The pecuniary interests of immediate family members of a Trustee are considered to also be the pecuniary interests of the Trustees. Trustees may be paid reasonable expenses incurred by them in the performance of their duties

It is recognized that a Board Trustee who is a councillor of the Bowen Island Municipality will have different roles at different times and any determination as to a conflict of interest will be governed by the municipality's Conflict of Interest policies or bylaws.

STRATEGIC PLANNING

The Library Board, with the assistance of the Chief Librarian and in consultation with key stakeholders, establishes the Library's overall direction through the development and approval of a strategic plan. This plan provides a blueprint for the Library's direction and activities for a set period of time (generally three to five years) and will state the strategic goals and objectives that support the vision, mission and guiding principles of the Library.

The plan will be developed by the Board and the Chief Librarian, will be approved by the Board and should be reviewed and monitored through its time frame. The Board sets annual priorities based on the strategic plan, and those priorities form the annual work plan for the Chief Librarian and staff.

The Library Board may also develop other long term plans such as a facilities plan, a technology plan or others that reflect and respond to the strategic plan.

The most recent strategic plan is available on the [library website](#)

REPORTING AND ACCOUNTABILITY

The Library Board is responsible and accountable to its library patrons and other users, to the BIM Council, and to the Province of British Columbia. The Board shall exercise good stewardship on behalf of the trust placed in it by the council, provincial government, general public, patrons, staff, volunteers, and other stakeholders.

The Board will monitor and regularly discuss the Board's own processes, progress and performance and will provide its Trustees with the knowledge necessary to fulfill their responsibilities for the good governance of the Library.

The Board also ensures that all business of the Library is conducted in a transparent, legal, and ethical manner, and that Trustees conduct their business in accordance with the principles of due legal process.

Bowen Island Municipality

Annual reports (see [website](#) for most recent) are sent to BIM Council, as are strategic plans, facilities plans, or other occasional reports or plans for library service changes. The Board also reports on finances through the budget process. The Chief Librarian serves as the liaison between municipal staff and the Library.

Province of British Columbia

A Statement of Financial Information (SOFI) is required by the Province of B.C. and is submitted in May of each year to the Ministry of Education through the Libraries and Literacy Branch. The Libraries and

Literacy Branch also receives the Library's annual report, and reports or statistical information as requested and required by the Ministry. Statistical information reported includes:

- Population served
- Detailed circulation and collection statistics
- Registered patrons
- In-person visits
- Website and online database usage
- Employee and volunteer numbers and hours worked
- Facility size and age

The Public

The Library also reports to the public, funders, other stakeholders, and granting agencies as required and according to the Board's policies and plans.

COMMUNICATION AND ADVOCACY

Authority to speak on behalf of the Library rests with the Chair, Board designate and/or Chief Librarian. This authority may be delegated by either of them to other staff in the Library within their special fields of competence or knowledge.

In general, the Chair will represent the Library on matters of Board policy and the Chief Librarian will represent the Library on operational issues. Either may represent the Library on issues related to advocacy on behalf of the mandate of the Library. Any major statements of an advocacy nature must be consistent with the general parameters of Board-approved policies or positions. Individual Trustees should take care to distinguish their personal or professional opinions from positions of the Library.

Any publicity or information regarding the Bowen Island Public Library released by Library staff, the Board, the Library Foundation, the Friends of the Bowen Island Library, or other volunteer groups must first be reviewed by the Chief Librarian or designate to ensure accuracy and consistency with the Bowen Island Public Library's vision, mission, guiding principles and policies.

The Board may develop and approve a public relations plan. Public relations policies are included in the Library's [Service and Administration Policies](#).

It is the responsibility of the Board to communicate to BIM Council and the community the need for library service, to report on the library's effectiveness in meeting the community's needs, and to advocate for the necessary resources to deliver service.

BOARD DEVELOPMENT

The Board shall provide suitable orientation to new Trustees.

Identification and recruitment of new Trustees is undertaken in a planned and deliberate manner to develop a board representative of community demographics (e.g., age, gender, ethnicity, location, etc.) required expertise (e.g., education, finance, legal, marketing, technology), and experience (e.g., community boards, leadership, literacy, community development) essential to success.

The Board monitors its own performance on a regular basis, based on its success in meeting goals articulated in the strategic plan, and commits to its professional development.

COMPLAINTS REVIEW

Trustees do not generally have direct contact with patrons. Where a patron makes direct contact with a Trustee for assistance in the resolution of specific service issues, the Trustee should refer the patron to the Chief Librarian. A Trustee may not interfere in the handling of a specific case by approaching individual staff members. Concerns about the management of a case should be conveyed to the Chief Librarian. The Chief Librarian may inform the concerned Trustee about the action taken in the case, or authorize a staff member to communicate the information directly to the Trustee.

The identity of patrons is otherwise confidential to the staff involved in the provision of services. Patron names or identifying personal information will be withheld when case information is presented to the Board or a committee for orientation or illustrative purposes.

Supervisory staff may initially respond to patron complaints about the nature or quality of services provided by the Library, and will inform the Chief Librarian of the complaint and its outcome. The patron shall be provided with an opportunity to appeal a decision of supervisory staff to the Chief Librarian. The patron shall be provided with an opportunity to appeal a decision of the Chief Librarian, and then the Board shall hear the patron and review the matter. The Board may then make recommendations to the Chief Librarian on the matter and the Board or Chief Librarian may recommend policy amendments.

The Board responsibility for hearing patron complaints on appeal from a decision of the Chief Librarian is an exception to these general principles.

The Board will always comply with the British Columbia [Freedom of Information and Protection of Privacy Act](#) (Also Appendix 8)

CALENDAR OF BOARD ACTIVITIES

| Responsibility | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|---------------------------------|--------------------|-----|---------------|-----------------------|-----|------|------|--|------|-----|--------------------|-----|
| Board | Strategic Planning | | | | | | | | | | | |
| CL & Board Chair | | | Annual Report | | | | | | | | | |
| Board & CL | | | | Vol Party | | | | | | | | |
| Treasurer & CL | | | | SOFI | | | | | | | | |
| Treasurer & CL | | | | Foundation Tax Return | | | | | | | | |
| Finance Committee & Board | | | | | | | | Budget Process - Initial draft August, to Board in September, Revisions October, Final November, Approval by BIM Dec - March | | | | |
| Board, BIM | | | | | | | | | | | Board Appointments | |
| Board & CL | | | | | | | | | | | Vol Party | |

OPERATION AND MANAGEMENT OF THE BOARD

MEETINGS

The Board meets on the third Thursday of each month except August and December. Meetings are open to the public except when confidential items are discussed, or as stated in the guidelines established by the Municipal Act of British Columbia. Unless otherwise noted, the meetings are generally held at the Bowen Island Public Library at 7 p.m. A majority of all members of the Board is a quorum. Board members may be removed from the Board if they fail to attend three consecutive regular meetings of the Board without its written approval.

The Chair, or in his or her absence the Vice-Chair, shall call all Board meetings and prepare the agenda. Any two Board members may call a special meeting by giving at least two days' notice in writing to each member, stating the purpose of the meeting.

Meetings shall be conducted under the most recent edition of Robert's Rules of Order, utilizing practices of parliamentary procedure. Parliamentary procedure provides a process for conducting meetings in a fair, orderly, and expeditious manner.

General Principles of Parliamentary Procedure:

Every member of the Board should be familiar with the following simple rules and customs:

- A. All members have equal rights, privileges, and obligations; rules must be administered impartially.
- B. All members, majority or minority, have the right to full and free discussion of all motions, reports, and other items of business.
- C. In doing business the simplest and most direct procedure should be used.
- D. Logical precedence governs introduction and disposition of motions.
- E. Only one question can be considered at a time.
- F. Members must be recognized by the chair before they may make a motion or speak in debate.
- G. No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
- H. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- I. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

ROLE OF THE CHAIR

The Chair provides leadership to the Board as a whole. The Chair is the Board's primary liaison with the Chief Librarian on behalf of all board members in order to discuss ongoing matters, provide advice, and receive information. The role of the Chair is to ensure the integrity of the Board's processes in following its own rules and those legitimately imposed on it by statute or regulation. The Chair cannot be an elected representative of the Bowen Island Municipality.

General duties of the Chair:

- Establish agendas for meetings in collaboration with the Chief Librarian
- Contact Board members for reports or matters on the agenda
- Chair Board meetings
- Appoint Board committees

- May attend ex-officio, any Board committee meetings
- Serve as a member of the Foundation Board
- Attend meetings of Municipal Council on Library business (for example, budget presentations)
- Represent the Library Board by attendance and remarks at appropriate functions
- Facilitate setting of Board annual goals
- Conduct performance reviews of the Chief Librarian in consultation with the Board or Personnel Committee.
- Delegates responsibilities to Vice-Chair. Keeps Vice-Chair informed of issues which arise between Board meetings.
- Acts as official Board spokesperson

ROLE OF THE VICE-CHAIR

In addition to assuming the duties of the Chair during his or her absence, the Vice Chair shall perform other duties prescribed from time to time by the Board.

ROLE OF THE TREASURER

General Duties of the Treasurer:

- Monitor the financial activities of the Library
- Ensure that complete and accurate records are kept of all the Library's financial matters in accordance with generally accepted accounting principles
- Provide the Board, monthly or as otherwise required, the financial position of the Library
- Collaborate with the Chief Librarian in review, presentation or submission of annual financial statements

Pursuant to the BC Library Act [RSBC 1996, Chapter 264], the duties of the Treasurer, may be undertaken by the Chief Librarian.

ROLE OF THE SECRETARY

The Secretary shall ensure that all secretarial functions are performed for the Board and committees, and that records are kept of all proceedings and transactions. The Secretary is the custodian of all official books, papers, records, documents, and correspondence of the Library.

He/she shall:

- Oversee the keeping of records of meetings, policies, memberships, and any other records required by law
- Ensure that minutes are taken at all regular and special meetings of the Board
- Ensure that copies of minutes and agendas are circulated to Board Members prior to each meeting
- Maintain, or ensure the maintenance of, the files and records of the Library to be passed on to future officers and ensure the security and confidentiality of all such files and records.

Pursuant to the BC Library Act [RSBC 1996, Chapter 264], the Chief Librarian is the Secretary to the Board. Some or all of the Secretary duties may be delegated to a Board Member or other staff.

ROLE OF THE CHIEF LIBRARIAN

The Chief Librarian, or in her or his absence, a deputy appointed by her or him, shall be in charge of the operations of the Library at all times. It is the Chief Librarian's task to provide professional and practical advice to the Board and to implement the vision, mission, guiding principles, policies and plans provided by the Board.

General duties of the Chief Librarian:

- recommends policies to the Board and is responsible for carrying out the decisions of the Board
- prepares employee classification specifications
- is responsible for all personnel procedures
- receives and deals with all complaints, from both employees and the public
- prepares, drafts, and submits annual capital and operating budgets to the Finance Committee of the Board (including the annual budget in the fall)
- controls expenditures within the budget
- reports to the Board on library function and the current status of expenditures
- provides leadership to staff in all functions
- administers the Library within Board policies and directions

More specific duties are found in the job description ([Appendix](#))

ROLE OF THE MUNICIPALITY

The Board's working relationship with the Bowen Island Municipal Council may be described as follows:

- The Library is a separate operational entity, existing as a semi-autonomous public institution. The Library Board has the responsibility for library services to the community.
- The Board is accountable for the operation of the Library, its finances, staffing, collections and all its resources. The library building is a municipal facility, and its maintenance and upkeep is shared between the Library and BIM.

- Accounting, insurance, payroll, and legal services of the Library are provided by the municipality.
- The Library Board is responsible for approving the annual budget and for submitting it to Municipal Council for its approval.

See [Appendix](#) for full operating guidelines between BIM and the Library.

FINANCES

FUNDING

Sources of revenue include:

Bowen Island Municipality

The Municipal Council must include in the municipality's annual budget a sum sufficient to finance the library board's approved budget. Approximately 75% to 80 % of the library's operating budget is funded by the municipality.

Provincial Grants (Libraries and Literacy Branch of the Ministry of Education)

BC Public libraries established under the Library Act are eligible for provincially funded annual per capita operating grants and other provincial library grants. Provincial funding accounts for an average of 10% of the library's income.

Federal Grants

Federal funding for libraries is occasionally available through specific and periodic grants.

Library Revenues (Fines, fees, etc.)

Budgeted funds are also acquired through late fines, fees for printing and photocopying, and occasional miscellaneous revenue sources.

Donations & Miscellaneous

Small donations are made to the Library; however, the majority of cash donations are made to the Bowen Island Library Foundation, which is a registered charity authorized to issue tax receipts. A Gifts and Donation policy is included in the Library's Policy Manual.

BUDGET

The municipality shall provide funds for the operation and maintenance of the Library as provided in Sections 9 and 10 of the Library Act of British Columbia, 1996.

The Library Board has, subject to the approved budget, exclusive control over the expenditure of:

- All money provided by the Municipal Council for library purposes
- All money given to the Library or the Library Board
- The revenue derived from any source, including fees and fines
- All money received by the Library Board under an agreement to provide library service

The Library Board will prepare its annual budget at such time as budgets for the Municipal departments are prepared.

The budget, and any revised budgets requested by the municipality, require the approval of a majority of the Board present at the meeting at which the budget or budgets are considered before they may be submitted to the Municipality for approval by Municipal Council.

The preparation of the budget and any revised budget will be the responsibility of the Chief Librarian who will liaise with and work under the direction of the Board's Finance Committee. Preparation, submission, and presentation of the budget and any revised budgets to the Board will be the responsibility of the Chief Librarian and will be accompanied by the recommendation of the Finance Committee.

Presentation of the Budget to Municipal Council will be the responsibility of the Board Chair, the Chair of the Finance Committee, and the Chief Librarian.

Monitoring of actual vs. budgeted expenses and revenues will be on an ongoing and timely basis and shall be the responsibility of the Chief Librarian, who shall promptly report significant actual or anticipated variations and make proposals for any adjustments deemed advisable to the Finance Committee, and in turn to the Board.

Budget Timeline

FINANCIAL REPORTING

The Library Board must provide the Municipality with annual financial statements at the same time as the financial statements of the Municipality. The Library's financial information is included in the BIM annual audit. Specific details of the financial services and responsibilities between BIM and the Library are outlined in the Bowen Island Municipal Library Operating Guidelines, effective January 1, 2010. (See [Appendix](#)).

The Library must submit an annual Statement of Financial Information (SOFI) to the province of British Columbia in May of each year.

The Library Foundation must submit an annual tax return to the Canada Revenue Agency as a registered charitable organization.

AFFILIATED ORGANIZATIONS

BOWEN ISLAND PUBLIC LIBRARY FOUNDATION

The Bowen Island Public Library Foundation exists as a vehicle for fundraising and to receive donations, to be used by the library. It is a registered charitable organization formed in May 1989.

The membership of the Foundation consists of the original applicants for incorporation of the Foundation and the current Library Board. Such persons shall be admitted as members of the Society immediately upon their application for membership being received by the Society. All such persons shall be members only by virtue of their office as members of the Bowen Island Public Library Board and shall remain members only so long as they hold such office.

The Foundation is managed by a board of directors. The number of directors shall be five or such greater number as may be determined from time to time by an ordinary resolution, passed in general meeting by the members of the Society. Directors are elected by Society members at the annual general meeting of the Society and shall hold office for two (2) years commencing at the close of the general meeting at which such director was elected.

Directors may be elected or appointed to three consecutive terms but then must cease to be a director for at least one year before being eligible for re-election or re-appointment. A majority of the directors must be persons who are then members of the Board of Trustees of the Bowen Island Public Library.

The Foundation Chair, Vice-Chair, Treasurer, and Chief Librarian shall have signing authority for the Society.

The Foundation constitution and bylaws are included in the [Appendix 9](#).

FRIENDS OF THE BOWEN ISLAND LIBRARY SOCIETY

The Friends of the Bowen Island Library Society (FOBILS) was created in 1978 to develop and nurture a community library. With their target achieved, the Friends have continued to support the library in many different ways.

The Friends are an advocacy and fundraising group for the Bowen Island Library who fund a variety of programs and purchases for the library.

Some examples of their recent activities include:

- BookFest, an annual two-day book sale of donated books and library discards, taking place on the last weekend in May in the Bowen Island Community School gym, which historically has raised between \$5000 and \$10,000 gross.
- A mini bookstore in the library lobby which is regularly stocked with quality donations, and raises an average of \$500 per month.
- Summer Reading Club funding support.
- Occasional author readings and other library programs sponsored by the Friends
- Funding for interior improvements in the library such as furnishings and fixtures.

The Chief Librarian is the primary liaison between the Library and the Friends.
The Friends Constitution can be found in [Appendix 10](#).

PUBLIC LIBRARY INTERLINK

Bowen Island Public Library has been a member of Public Library InterLINK (InterLINK) since its inception in 1986. Each year the Board Chair appoints a Board Member to sit as a director on the InterLINK Board, and to report on its proceedings to the Library Board. An alternate InterLINK director is appointed at the same time.

What InterLINK does:

- Facilitates open access to 18 member libraries for all residents and provides delivery service
- Coordinates Audiobook services
- Supports Interlibrary Loan
- Manages and distributes net compensation funds to net service providers
- Coordinates collaborative activities to support and benefit members
- Develops partnerships to support InterLINK and expand open access
- Provides a forum for member communication
- Acts as an advocate for libraries

Mandate

- Support of strong local libraries
- Provision of open access to member library services to all residents
- Support of resource sharing as an effective means of providing quality public library service
- Development and implementation of collaborative service efficiencies and enhancements for member libraries
- Working cooperatively with all member libraries and treating each other with trust and respect

Governance

As a co-operative federation of eighteen autonomous public libraries, InterLINK operates as a Library Federation according to the Library Act of British Columbia (1994) Section 49 and is governed by a library board constituted with that act.

The board is composed of one representative from each of the eighteen member library boards. Members are appointed for one-year terms by their own library boards and may be reappointed for up to eight terms.

PROVINCIAL MINISTRY

Public Library service in BC is regulated by the Library Act which is overseen by a branch of the provincial government. The branch of the provincial government responsible for public libraries in BC is currently under the Ministry of Education and is called the Libraries and Literacy Branch. The branch has fallen under

a variety of Ministries over the years. The Province provides funding to public libraries through a variety of grants – ranging from a per capita grant to specific, targeted grants such as literacy grants, or technology grants. Funding from the province accounts for 8 - 10 percent of Bowen Island Library's revenue.

“Libraries and Literacy fosters strong partnerships between public, school, and academic libraries to enable resource sharing and to realize the vision for a seamless library network. The Libraries and Literacy business area provides leadership for B.C.'s public libraries through advice, training, funding and support for a number of programs.

From BC OneCard and Interlibrary Loan to library website content management systems and a provincial Integrated Library System, Libraries and Literacy helps libraries work together more effectively.

In addition to fostering development in libraries, this business area achieves provincial literacy objectives through collaboration with literacy partners in B.C. and across Canada. The Libraries and Literacy branch (formerly Public Library Services Branch) provides leadership and support to public library authorities and sustains the vital role of public library services for all British Columbians and is responsible for provincial literacy initiatives. The branch facilitates information sharing among BC public libraries and acts as a liaison with other government departments. Role of Provincial Ministry”

[Libraries and Literacy Portal](#)

BRITISH COLUMBIA LIBRARY ASSOCIATION (BCLA)

Institutional membership in BCLA for the Bowen Library is encouraged when budget allows.

BCLA: An association for those interested in making a difference in libraries in British Columbia

“The British Columbia Library Association was established in 1911. It is a nonprofit, independent, voluntary association. Our more than 800 members include librarians, library personnel, library trustees, other interested individuals, and institutions.”

[BCLA Website](#)

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION (BCLTA)

Bowen Library Board maintains membership in BCLTA for the entire board. Participation in the TOP (Trustee Orientation Program) offered from time to time by BCLTA is encouraged for new Trustees and is paid for by Bowen Library.

“The BCLTA, founded in 1977, represents the boards and trustees that govern local public libraries in British Columbia. We represent 71 library boards and more than 700 library trustees who volunteer their time to oversee the successful operations of public libraries throughout the province.

*Our mission is “**to support and represent trustees in advancing public libraries,**” and in doing so, we strive to provide a range of services to trustees and boards to help them become leaders in their communities.*

BCLTA also fills an important strategic role, providing organized representation to local, provincial, and federal governments on behalf of library trustees. We undertake ongoing advocacy work to these same levels of government and the public to raise the profile of – and resolve the issues facing – public libraries across British Columbia.

BCLTA is governed by a Board of Directors and the work of the Board is supported by a small staff.

Membership in BCLTA is based on an institutional membership for the library board, which includes membership privileges for each individual board member.”

[BCLTA Website](#)

APPENDICES

1. LIBRARY ACT

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96264_01

2. CANADIAN LIBRARY ASSOCIATION (CLA) STATEMENT ON INTELLECTUAL FREEDOM

http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm

3. LIBRARY HISTORY

Bowen Island Public Library - A Brief History

1961 - 1962

Ladies' Auxiliary votes to establish a library as a memorial to Mrs. Peter Wood. The "Annie Laurie Wood Memorial Library" created in the old post office.

1978 - 1979

The Bowen Island Historians create a Library Committee, which becomes the Friends of the Bowen Island Library Society (FOBILS or Friends). The Friends contract the West Vancouver bookmobile to come to Bowen on alternate Saturdays. The service is discontinued in less than one year due to prohibitive cost.

1981 - 1983

1981 Bowen Island Reading Centre, sponsored by the FOBILS, opens in a small part of the school library. 1983 Bowen Island permanent resident population now over 1,000 and therefore a Reading Centre has to be changed to a Public Library Association.

1985 - 1987

Late in 1985 the Public Library Association (PLA) is incorporated and the first Library Board is appointed. Nick Bantock's design is selected for the library logo. Reading Centre designation officially changed to PLA in 1986 and Public Library opens financed by Grant-in-Aid from GVRD of \$11,000. Librarian's position is on a volunteer basis. In 1987 the library moves to the Old General Store (Union Steamship Company Store) occupying 400 sq. ft. at a rent of \$250 per month from the GVRD.

1989 - 1990

Retrospective automated cataloguing project initiated. Bowen Island Library Foundation established as non-profit, charitable status organization to accept donations. The librarian becomes a paid consultant. Successful referendum for tax-based support of library instead of grant-in-aid. New computer arrives.

1991

Library moves to Cates Hill facilities (1080 sq. ft.) in November and standardized hours of operation implemented. Total operating budget is now \$28,800 (\$10,000 honorarium to the Consultant Librarian, book budget of \$9,000), 1300 registered borrowers, circulation of 18,129.

1992

Canadian Job Strategy grant to automate the collection (barcodes and computer catalog records). Logo contest sponsored by the Friends of the Library won by Ken Nicolls. Book bags and plastic library cards carry this new green logo. Bowen Island Public Library joins InterLINK pilot project.

1993 - 1994

Automated circulation begins. Library Assistant position (10 hours per week) is established as a yearly contract position. 1994 children's services co-ordinator replaces the position of library assistant

1995

Librarian's position is regularized to full time salaried employee. Operating budget is \$63,485. There are 2034 registered borrowers, and circulation of 28,651.

1997

Library Board begins the process of building a larger library. November 1997, the Library Foundation applies for public amenity land in the Cates Hill Development and receives title to that land in 1999. Public Internet access is provided in the library.

2001

Cates Corner location floods four times. Library Board decides to find alternate rental premises for the library while awaiting a new building on Cates Hill. A three year lease is negotiated with GVRD Parks for rental of the main floor of the Union Steamship General Store (Old General Store, or OGS) at \$1300 per month for 2300 square feet. Municipal Council approves \$45,000 for renovations and upgrades to building. Library moves into OGS space on January 8th, 2002. Operating budget for 2001 is \$113,400 - there are 2481 registered borrowers, and circulation is 37,564.

2002

The Board votes unanimously to stay in the Old General Store (OGS) and work with Municipality to ensure long term tenancy and possible expansion of the OGS in the future. The Board maintains ownership of the land on Carter Road until it reverts to the municipality in December 2004.

2005

Integrated library system is implemented, providing online access to catalogue and patron records remotely. Website is re-designed; library hours are standardized and increased. Operating budget is \$138,030, registered borrowers number 2892 and circulation is 39,987. Friends of the Library start the Mini Book Store in the library vestibule.

2008

Bowen Library is featured in the 2008 GoldPages phone directory centre section. Needs assessment survey is conducted by UBC Library School student and professor. Library closes for 3 days in September while television series *Harper's Island* films for 3 days in the library. Significant funds raised from filming.

2009

Strategic plan for 2009-2014 developed from 2008 survey. Pilot project Sunday hours (noon – 4 pm) from September to December 2009. Two more staff hired to cover Sundays and Saturdays. Staff now 1.9 FTE. Bowen Island Public Library Association applies for municipal library status. Status is granted effective January 1, 2010, now officially named Bowen Island Public Library.

2010

Sunday hours from September through June are affirmed. E-newsletter initiated. Library interior remodeled and redecorated with \$15,000 donation from the Friends of the Library. Bowen Library joined the BC Libraries Cooperative and SITKA and began using Evergreen open-source shared Integrated Library System.

2011

On May 1, 2011 the library board, staff, volunteers and several hundred patrons celebrated 30 years of continuous library service on Bowen. Our Pearl anniversary celebration recognized the work of hundreds of volunteers and staff over the past 30 years and the role the library has played in enriching the lives of Bowen Islanders for 3 decades. May 1, 2011 was proclaimed as "Library Day" by the Mayor.

4. BOWEN ISLAND PUBLIC LIBRARY - VISION, MISSION AND GUIDING PRINCIPLES

Vision

Connecting islanders to each other and to the world.

Mission

Bowen Island Public Library nurtures discovery and learning for all ages, through the sharing of ideas, knowledge, skills and resources.

Guiding Principles

A Place for Everyone

We provide a safe, welcoming and accessible gathering space that responds to the needs of the community.

Respect

We respect the privacy, confidentiality and diversity of all people and welcome everyone in an atmosphere that is non-judgmental and courteous.

Reading, Literacy and Lifelong Learning

We support lifelong learning and the achievement of literacy in all its forms and we encourage reading as a pleasurable and worthwhile experience.

Knowledge and Culture

We encourage and facilitate an active cultural and intellectual life in the community where ideas are shared to create and sustain an informed and knowledgeable society.

Intellectual Freedom

We support the Canadian Library Association's position statement on intellectual freedom and we support equitable access to expressions of knowledge and creativity.

Service

We provide free and equitable access to library materials, programs and services with professionalism and excellent customer service.

Collaborations

We are a place for sharing and will work collaboratively with our local residents and groups as well as the wider community.

Responsive and Accountable

We are responsive to community expectations and make decisions that are fiscally prudent and transparent.

Meeting the Future

We respond to new technologies, to the expanding knowledge base and to changes within our community.

Preserving the Past

We preserve our library history and stories, and value those things the community cherishes about the library.

5. COMMITTEE STRUCTURE AND MANDATES

Finance Committee

Mandate

The roles and responsibilities of the Finance Committee include, but are not limited to, the following:

- Determining the budget process and timeline
- Preparing the draft budget for the Library Board's review and approval
- Participating in audits of the Library's financial performance as needed
- Reviewing all proposals with significant financial implications
- Overseeing the financial control of the library
- Providing guidance and advise to the Library Board with respect to the Library's operating and capital budget requests and long-term financial forecasts
- Ensuring that appropriate financial control and reporting systems are in place
- Undertaking such other duties as are assigned to it by the Library Board, and fulfilling obligations as specified by the Library Act.
- The Chair of the Finance Committee shall ensure that all required monthly and annual reports are prepared and submitted to the appropriate officials.

Membership

The Finance Committee will consist of the Board Treasurer, the Chief Librarian and one other Board member.

Committee members will be appointed by the Board Chair at the first Library Board meeting following annual board appointments by the municipality.

At the first finance committee meeting the committee will select a Chair.

Meetings

The committee will normally meet four times a year, or as needed.

The committee will attend municipal budget meetings as required.

Personnel Committee

Mandate

- The Committee will investigate policies and procedures pertaining to human resources and make recommendations to the Bowen Library Board of Directors
- The Committee is responsible for reviewing the Personnel Policy and Library Staffing Manual as needed and making recommendations to the Board where revisions are required.

- The Committee is responsible for conducting a biannual review of the Chief Librarian except in the case of a new hire, when the review will take place within the first year of employment.
- The Committee will be available to respond to staff issues where matters between the Chief Librarian and staff cannot be resolved.
- Any Personnel /staff issues that arise can be referred to the Personnel Committee by the Library Board and /or the Chief Librarian.
- All meetings, reports, and deliberations by the Committee are confidential until declassified by the Library Board.

Membership

The Personnel Committee will consist of three Board members. Committee members will be appointed by the Board Chair at the first Library Board meeting following annual board appointments by the municipality.

At the first Personnel Committee meeting, the Committee will select a chair.

Staff members will act as resources to the Committee

Meetings

The Committee will normally meet twice a year or as needed.

Policy and Planning Committee

Mandate

The roles and responsibilities of the Policy and Planning Committee include, but are not limited to, the following:

- Overseeing any review of policies and procedures pertaining to library management and operations
- Where the Bowen Island Library and the Bowen Island Municipality have separate administrative policies, helping ensure library policies are consistent with those of the municipality
- Where the Bowen Island Library has library-specific policies, helping ensure library policies reflect best practices for library management and operations
- Working with the Chief Librarian to ensure policies are developed and/or kept current
- Making recommendations for policy creation and/or revision to the Library Board
- Helping ensure a library strategic plan is in place and kept current
- Monitoring progress toward goals articulated in the strategic plan
- Working with the Chief Librarian to ensure progress toward goals is reported to the municipality and the community

Membership

The Policy and Planning Committee will consist of a minimum of three members of the Library Board.

Committee members will be appointed by the Board Chair at the first Library Board meeting following annual board appointments by the municipality.

At the first Policy and Planning Committee meeting, the committee will select a Chair.

Staff members will act as resources for the committee.

Meetings

The committee will normally meet twice a year, or as needed.

6. CODE OF CONDUCT POLICY

CODE OF CONDUCT POLICY

Bowen Island Public Library Board of Trustees Code of Conduct Policy

1. Except as required by law or as expressly permitted in the performance of his or her role as a member of the BIPL board, a Board Member shall not disclose confidential information relating to Library matters obtained in his or her capacity as a Board Member. This confidentiality requirement shall survive the Board Member's term on the Library Board.
2. Board Members are bound by and must adhere to the *Freedom of Information and Protection of Privacy Act*, including but not limited to the provisions of the Act relating to the release or acquisition of information in the performance of their duties.
3. Board Members shall only use municipal property, including vehicles, equipment and material, and municipal information, whether electronic or other, as authorized by the Municipality or the Library Board. A Board Member shall not use any such property for illegal purposes, personal or commercial benefit, or any unauthorized use.
4. Board Members shall not make unauthorized public statements on matters of public or personal interest which purport to be made on behalf of the Library Board, and shall not represent or identify themselves as being members of the Library Board when making such statements.
5. Board Members shall not make public or media statements regarding the Library, and shall direct any requests for such statements to the Chief Librarian or the Library Board Chair, as applicable.
6. Board Members shall conduct themselves in an honest and lawful manner.
7. If a Board Member breaches the policies of the Code of Conduct, he or she will be removed from the Board.
8. A Board Member who has reason to believe that a breach of the Code of Conduct policy has or is likely to occur, shall report the matter immediately to the Library Board Chair or Vice Chair.

This Policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conduct, confidentiality or privacy applicable to non-profit and charitable corporations.

7. CONFLICT OF INTEREST POLICY

CONFLICT OF INTEREST POLICY

Bowen Island Public Library Board of Trustees Conflict of Interest Policy

1. A board member cannot be an employee of the Bowen Island Public Library or the Bowen Island Municipality.
2. A board member shall not participate in any discussion, debate, negotiation or decision-making in which the subject of discussion is a contract, transaction or situation in which they may be in an actual or potential conflict of interest. However, a board member may be present in such a discussion or debate to clarify information, unless an objection is made by any other board member.
3. Conflict of interest disclosure:
 - a. A board member shall disclose, in writing to the Board of Trustees, any actual or potential conflict of interest immediately upon becoming aware of such a conflict, and shall not participate further in any discussion, debate, negotiation or decision making in connection with the matter giving rise to the conflict, except as provided in paragraph 2.
 - b. For the purposes of subparagraph 3a, written disclosure shall be made in all cases of actual or potential conflicts, including but not limited to the following:
 - i. A board member is related to another board or staff member by blood, marriage, adoption or domestic partnership;
 - ii. A board member, a board member's family, or his/her business or organization accrues a direct or indirect benefit from:
 - A board decision;
 - A contract or business arrangement established by the Bowen Island Public Library, the Bowen Island Public Library Board of Trustees or the Bowen Island Library Foundation Board of Directors;
 - iii. A board member's organization intends to apply for, or receives, grant funding from the Bowen Island Public Library;
 - iv. A board member is a member of the governing body of a contributor to the Bowen Island Public Library.
4. A board member who has reason to believe that a breach of the Conflict of Interest Policy has or is likely to occur shall report the matter immediately to the Library Board Chair or Vice Chair.

This Policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conflict of interest applicable to non-profit and charitable corporations.

8. FOIPPA – FREEDOM OF INFORMATION

Freedom of Information and Protection of Privacy Act

9. CHIEF LIBRARIAN JOB DESCRIPTION

Bowen Island Public Library
Job Description
July 2010

Position Title: Chief Librarian

Position Summary: Reporting to the Bowen Island Public Library Board of Trustees (the Library Board), the Chief Librarian is accountable for the overall management and operation of the Bowen Island Public Library in accordance with the direction of the Board, the requirements of the community and applicable legislation.

Reporting Relationships:

- o Reports directly to, and is supervised by, the Library Board.
- o Works closely with the Chief Administrative Officer and management staff of the Bowen Island Municipality.
- o Manages, supervises and reviews performance of all library employees and contract staff.
- o Manages, supervises and reviews all library volunteers.

Date Prepared: July 2010

KEY RESPONSIBILITY AREAS:

LIBRARY BOARD

1. Library Board Liaison
 - 1.1. Provides professional advice and support to the Board to achieve the highest level of library services in the Bowen Island Municipality within policy and budgetary constraints.
 - 1.2. Advises and assists the Board on all aspects of library management, including strategic planning, budget planning and policy development as an ex-officio member of the Library Board.
 - 1.3. Assists the Board Chair with the development of meeting agendas, provides monthly reports of library activities, and prepares other reports as required.
 - 1.4. Assists in the orientation of new Trustees and in the continuing education of board members.
 - 1.5. Keeps the library board informed of issues and problems relating to the library.
 - 1.6. Acts as a liaison between Board and staff.

10. OPERATING GUIDELINES BETWEEN BIM AND BIPL

**Bowen Island Municipal Library
Operating Guidelines**

Effective January 1, 2010

Purpose

These operating guidelines define the relationship between the Bowen Island Municipal Library ("the Library") and the Bowen Island Municipality ("the Municipality") in the areas of financial management, human resources, and policies. The guidelines also affirm that the Library Board must remain in control of Library operations as required by the Library Act.

Statutory Authority

The Library is a municipal library managed by a Library Board appointed by the Municipal Council.

Under the Library Act (RSBC 1996, Chapter 264), the Library Board is a corporation with exclusive control over the approved library budget (Part 2, Section 11). The Library Board must appoint a Chief Librarian and has the authority to exercise or delegate to the Chief Librarian the authority to create, deploy, supervise, or

terminate other staff positions, including setting the terms of their employment, duties, and remuneration (Part 2, Sections 9 and 12).

Financial Management

1. Annual planning: The Library participates annually in updating the Municipality's five-year financial plan.
2. Budget submissions, controls, and reporting: The Chief Librarian collaborates with Municipal staff in preparing Library budget submissions and in implementing common accounting and administrative systems for improved financial controls and reporting.
3. Library reserves and surplus funds: Any Library reserve or surplus funds are segregated in the Municipality's accounting records to ensure that the funds remain within the exclusive control of the Library Board and are not subsumed in the Municipality's general revenue.
4. Annual financial reporting and audit: Working within its approved budget, the Library adheres to Municipal policy for financial reporting. The Library's financial information is reported in the Municipality's annual financial statements, which are subject to an annual independent audit and meet generally accepted accounting principles.
5. Library services: In principle, operating efficiencies are sought for all services. In its annual budget request to Municipal Council, the Library Board includes plans for new or revised services. At other times of the year, the Library Board may also report to Municipal Council on proposed new or revised services. If a proposed new Library service or staff position or a change to a current Library staff position requires additional municipal funding, the Library Board will bring a funding request to Municipal Council for approval. If any savings result from more efficient operations, the Library Board will determine the reallocation of savings to reserves or other uses, and the Chief Librarian will inform in writing Municipal Council and staff of any reallocation of savings to reserves or other uses.
6. Municipal services: The Municipality provides financial and other services to the Library, including but not limited to payroll, accounts payable, insurance coverage (general liability and directors' and officers' liability), insurance-claim processing, and periodic audits. The services provided may be revised from time to time with the agreement of both parties.

Human Resources

1. Compensation: The Library Board sets Library staff classification and compensation at a level the Library Board determines is consistent with the Municipality's Staff Compensation Policy. Changes to Library staff classification will be discussed with Municipal staff.
2. Pension and benefits: Library staff is eligible to participate in the Municipal benefit plan and in the Municipal pension plan subject to Municipal practices and the eligibility criteria of the benefit carrier.
3. Professional development: Library staff may participate in Municipal training programs. The Chief Librarian may also request that the Municipality fund training programs specifically for Library staff. Training costs are determined and allocated in advance of the training to the budget of the Municipality or to the budget of the Library with the agreement of both parties.

Policies

1. Policy-making authority: Policies of the Bowen Island Public Library are developed, revised, approved, and adopted by the Library Board.
2. Adoption of Municipal policies: The Library Board may adopt Municipal policies with or without amendments according to the unique status of the Library within the Municipality.
3. Library Policy Manual: The Library Board and Chief Librarian review and revise as necessary the Library Policy Manual, ensuring Library policies take into account Municipal policies.

Revisions

These guidelines are reviewed annually by the Library and the Municipality. Revisions are subject to the approval of both the Library Board and the Municipal Council.

11. BOWEN ISLAND LIBRARY FOUNDATION CONSTITUTION AND BYLAWS



Foundation
Constitution and Bylaw

12. FRIENDS OF THE BOWEN ISLAND LIBRARY SOCIETY CONSTITUTION

