



### THE LIBRARY BOARD

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## The Library Board

### 1.0 Legal Status

Pursuant to the Public Libraries Act and to the agreement between the Rural Municipality of Stanley, Rhineland Municipality, the Rural Municipality of Thompson, Pembina Municipality, the Cities of Morden and Winkler and the Town of Altona, this organization shall be called the South Central Regional Library.

### 2.0 Philosophy

The Board believes that a democratic society must have informed citizens; that people can better achieve enrichment and fulfilment using available information and knowledge; and that the public library is the focal point in the community for both formal and informal association with information and ideas.

The library has concurrent responsibilities to provide materials and services to the individual citizen, to community organizations, to governmental and social agencies, and to business and industry. Its resources and services must be available to the entire population regardless of age, sex, or physical condition, regardless of economic, ethnic, religious, or political status.

The Board is aware that the economic order, social structures, and attitudes of society are subject to constant change. As a public service institution, the library must adapt to change to maintain a relevant role in society. Its services must assist people in adapting to constantly evolving situations in their lives.

In achieving its purpose, the library must seek an active partnership with other public and civic organizations and institutions. Through co-operative effort, the correlation and reciprocity of services and access to combined resources can benefit the entire community.

The library should involve citizens in the identification of information needs and should develop programs to meet those needs. It has an obligation to create a broad awareness of library resources and services and to stimulate their use.

### 3.00 Authority

A public library Board is not a “Legal entity” and cannot enter contracts or borrow money on its own. It is an advisory Board, i.e., to advise participating municipalities on all public library matters and it is empowered by the act to administer the library budget set by the participating municipalities.

### 3.01 Board Member Authority

Because all powers of the Board lie in its action as a corporate body, individual Board members exercise their authority over Library affairs only through their vote to act at a legal meeting of the Board.

In other circumstances, an individual Board member, including the Chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

### 3.02 Board Appointments & Resignations

To exercise its powers and responsibilities most effectively, the Board encourages the member councils to consider candidates who are committed to the library's purpose and have time to give to its affairs; who will maintain an awareness of modern library service in preparation for making knowledgeable decisions in the interest of a better library; and who will contribute independent thought and work cooperatively with other Board members.

The Board consists of one (1) citizen member from each municipality who is appointed by the municipal council and one (1) councillor from each municipal council.

The term of office of citizen members is two (2) years, coinciding with the calendar year, when possible, renewable at the wish of councils. The term of office of the councillor members is one (1) year. The council representative is appointed by council each year to coincide with the annual reorganization of council. The same councillor can serve consecutive terms if such is the wish of council. **Manitoba Public Libraries Act, 24 (7)**

In practice councils have accepted nominations from the Board for new citizen members to fill vacancies on the Board. The Director attends Board meetings in an advisory capacity.

#### Board Resignations

If a board member needs to resign or does not wish to be reappointed, a letter to this effect should be sent to the pertinent council with a copy to the Board Chairperson.

### 3.03 Duties of Regional Board

The Board shall

- a) Govern, supervise, control, operate, and manage the regional library.
- b) Make such rules and regulations to govern its own procedure and for the government, supervision, control, operation, and management of the library, as it may deem expedient.
- c) On or before the fifteenth day of December in each year, lay before the council of each municipality that is a party to the agreement, a detailed estimate of the amount required

by the Board to meet the expense of maintaining and operating the library for each calendar year.

- d) Apportion to each of such municipalities a share of the amount estimated to be required as aforesaid.
- e) Have exclusive control of the expenditure of all moneys collected under the tax levy, or provided by the councils of the municipalities that are parties to the agreement for the purpose of the library, and of all money donated or bequeathed to the Board for library purposes, and of all other revenue of the Board.
- f) Appoint and, where it deems it necessary, dismiss or suspend a librarian and assistants, prescribe rules for their conduct and fix their compensation.
- g) Keep proper accounts of the receipts, payments, credits, assets, and liabilities, of the Board and have its accounts audited by a municipal auditor and lay the accounts when so audited before the council of each municipality that is a party to the agreement.
- h) Submit to the minister, not later than the thirty-first day of March in each year, a report of its activities for the preceding calendar year in such form as the minister may prescribe.
- i) Adhere to the agreements between the participating municipalities.
- j) Know local and provincial laws, which affect libraries and actively support beneficial library legislation.
- k) Be aware of and utilize the services of PLSB.
- l) Attend relevant library workshops and meetings and affiliate with appropriate organizations.
- m) The Board is responsible for ensuring that the community is informed about the library and for keeping itself and the Director informed about the needs of the public. The Director should be able to comment on anything within the library but on Library Board matters, e.g., finances, the media should be directed to Board members.

#### 3.04 Board Member Removal from Office

The Board believes that regular attendance of all members at each meeting is vital to the conduct of Board business. If a member must be unavoidably absent from a meeting, he/she must notify the secretary prior to the day of consecutive meetings. The Board will ascertain that member's intentions concerning future attendance, and, if these are unsatisfactory, shall request that the appropriate council replace that member.

#### 3.05 Board Member Ethics

A library Board member, operating under the highest ethical standards, should:

- a) Assure the provision of high quality library service to all residents.
- b) Observe provincial laws and regulations pertaining to The Public Library Act.
- c) Accept office as a Board member as a means of unselfish service.
- d) Represent the entire municipality without fear or favour.
- e) Maintain confidentiality of privileged information.
- f) Recognize that the strength of a library Board is as a Board, not as individuals.
- g) Delegate authority to the Director of Library Services.
- h) Employ only competent personnel.
- i) Ensure controversial issues are presented fairly and without bias.
- j) Support all decisions made by the Board once they have been adopted after free discussion. Authority lies with the Board, not with individual Board members.
- k) Deal with personnel or management details only through the Director and deal directly with other employees only in agreement with and jointly with the Director.
- l) Individual trustees should use day-to-day contacts not only to advertise library facilities but also to learn the needs of the public.

#### 4.00 Board Organization

Annual organizational meeting is generally held in January, which is the beginning of the fiscal year.

#### 4.01 Board Officers

Chair- The Chair presides at and conducts all meetings with due order and are ex officio member of all standing committees. The member in the chair has the same voting privileges as other members but no more, i.e., no right of veto, calls regular and special meetings and sets agendas for these meetings.

Past Chair- In addition to acting as an advisory to the chair, the past chair will be the head of the nominations committee to the Manitoba Library Trustees association and the Manitoba Library Association. As the need arises and at the direction of the Board, the

Past Chair may also arrange and/or conduct board orientation sessions and board development sessions.

Vice Chair- The Vice-Chair presides in the absence of the Chair.

Secretary- The secretary is responsible for recording minutes of all regular and special meetings.

Standing Committees of the Board- Three members of the Board are usually appointed to each committee at the beginning of the year. Members of the committee select a Chair for the committee. The Board Chairperson is an ex officio member as resource persons to help in their deliberations.

In the capacity of chief administrative officer of the library system, the Director shall bring to the attention of the library board matters to be discussed by committee and shall facilitate the meetings of such committees. The librarian shall attend these committee meetings in an advisory capacity and carry out decisions as directed by the committee(s).

A) Finance-Members of this committee will consist of the representative from each participating council, the Finance Chair who may or may not be a councillor, the Board Chairperson, and the Director of Library Services. This committee among its other duties, is responsible for presenting a draft budget for consideration by the Board at its budget meeting (usually the regular meeting in October of each year).

While not carrying out the detailed keeping of accounts, the finance committee is responsible for monitoring receipts and expenditures to ascertain that the financial reports are accurate. The Finance Chairperson is one of the signing officers.

B) Cheque Signing Authority- Cheques will be signed by two (2) of the three (3) signing officers. These designated officers are the Board Chairperson, the Finance Chairperson and the Director of Library Services. In the extended absence of any one of these three, the Board as having cheque-signing authority may appoint an additional person.

C) Personnel/ Policy - This committee is responsible for presenting recommendations to the Board on all personnel policy matters including salary schedules. No policy can come into effect until formally adopted by the Board as a whole. This committee will deal with salary schedules and staff policy. Branch librarian recruitment and hiring will be the responsibility of the Director and the members of the Board for that Branch. The Director of Library Services recruitment and hiring will be done by a special committee of the Board consisting of representatives from each area.

E) Public Relations/Fund Raising - The priority of the committee will be to promote the Library Board and its functions. This committee will also be responsible to plan and promote fund raising events and special projects such as: book sales, anniversary celebrations official openings, etc.

F) Facilities/Automation - This will be a local committee consisting of board members from the town in which the branch library is located. The committee will be responsible for dealing with maintenance problems that may arise at a particular branch library as well as for working with the local council in planning any new facility. The Branch Librarian for the local branch will be an ex officio member of this committee.

G) Nominating Committee- This committee will consist of the past chair and one other board member. The committee will be responsible for contacting board members to determine if executive and committee positions wish to be retained. As well, the committee will, when necessary, recruit nominees to fill any vacant positions. The report of the nominating committee will be given at the annual reorganization meeting of the Board (January of each year).

H) Ad Hoc Committee- These committees may be struck as needed to address specific needs either regionally or locally.

4.02 Meetings - There are regular and special meetings. All are conducted according to the rules of Roberts Rules of Order. A quorum is a majority of voting members. These members are appointed by each participating council, both citizen and council representatives.

Posting of meeting dates and location will be posted in each Branch once the agenda has been distributed to members of the Board. Meeting dates are determined at the beginning of the year but are open for negotiation due to circumstances affecting Board Executive attendance. Upcoming meeting dates and locations are always posted at the end of the current agenda, which should be distributed within one week of the current meeting.

The Board is not obligated to post upcoming meeting dates or the agenda on the library website. Only current Board member names, approved public policies, signed minutes, and yearly audited financial statements may be posted on the website. No personal information about any Board member will be included.

The agenda for any regular meeting is adopted at the start of the meeting, usually without any formal vote.

Regular meetings are usually held once each month on a regular date, which is decided upon at the beginning of each year by general consent. In some months it may be decided by the Board, that there be no regular meeting but in no case will more than two (two) months pass without a regular meeting. A minimum of 10 regular board meetings will be held on a rotating basis, in Morden, Winkler with at least one meeting held in each branch of Altona, Miami & Manitou.

According to the Public Libraries Act, it is at the discretion of the Board to hold meetings open to the public. The public will participate as observers only and will be asked to leave when meetings are held in camera. Meetings may be attended by the public as observers only, unless otherwise designated.

Any member of the public attending a meeting must conduct themselves in an orderly or proper manner. Failing to do so may cause that person to be removed by order of the Chair.

Members of the public are not permitted to display signs or placards, or to applaud participants in debate or to engage in conversation or other behavior which may disrupt the meeting.

Photographing, filming, or video recording on library property is not allowed without written permission.

Board may limit the number of persons allowed to attend meetings in branches with designated meeting rooms. Some locations will not be available for public attendance due to the limitations of the facility space.

#### 4.03 Delegations -

Delegations shall submit a written request to the Board Chair and/or Director to present at a regular board meeting. The Chair will determine if the delegation will be allowed to present and if so, is granted the authority to schedule as deemed appropriate.

The Chair shall limit the time taken by a delegation to ten (10) minutes. The delegation must appoint a spokesperson, whose name shall be recorded in the minutes.

To allow members of the Board to prepare for the delegation, the presenter must provide the topic of their presentation as well as a copy of materials they will be presenting to the Chair and/or Director one week prior. These materials will be distributed to the members of the Board in advance for review. Any additional materials presented at the meeting may not be considered and/or accepted by the Board.

A maximum of one delegation will present per regularly scheduled Board meeting. The delegation must provide the name of the presenter prior to the presentation. The Board is under no obligation to provide accept a delegation's request to present.

Delegations may not be granted permission to present if they have already done so in the past twelve (12) months.

### 5.0 Board Policy

- 5.01 Policy Development- The Board, accountable to its member municipal councils and through them, to the people of the South Central Regional Library, is the body, which determines all questions of general policy to be employed in the conduct of the library.

Proposals regarding library policies and regulations may originate from any one of several sources; an employee of the library, a Board member, a resident of community group



within the area served by the library, a professional consultant, etc. Proposals from non-members shall be presented as outlined in the section entitled Board Meetings.

Action on such proposals, whatever their source, will be taken by the Board. The Board shall act on most matters upon the basis of recommendations presented to it by the Director of Library Services.

5.02 Policy Adoption- Policies presented at a Board meeting will not be adopted at that same meeting but may be adopted at the next regular Board meeting. This will allow time for deliberation, the collection of additional information, and the review by Board members who may have been absent at its presentation. In the event of an emergency, where policy needs to be changed, or no policy exists, a special meeting could be called to develop or change a policy, and this new policy could be adopted at the will and discretion of the Board.

5.03 Board Review of Administrative Rules- The Board reserves the right to review and change its policies according to the changing needs of the library system.

5.04 Policy Dissemination- Board members and staff are responsible for making the Board's policy accessible to the public upon request. All Board members and staff members should have a copy of the policy manual and staff should keep a copy in the library for reference use.

5.05 Administration in Policy Absence- When no policy is in place, suggestions may be brought forth by Board members or the Director of Library Services regarding the development of a specific policy. The Policy Committee may be instructed to develop a policy and bring it back to the Board for discussion, and subject to Board approval, for adoption. The Board may rule in specific situations before a policy is adopted.

**6.00 Board-Staff Communications**- The Board desires open communications between itself and the staff. The basic line of communication with the staff will be primarily through the Director of Library Services.

7.00 **New Board Member Orientation**- Under the guidance of experienced Board members, the Director of Library Services and/or consultants from P.L.S., new Board members will be provided with an orientation session before their first Board meeting. This orientation may be provided through activities such as:

- a) Discussions with the Director of Library Services
- b) A tour of the regional libraries
- c) A Board orientation by the Director.
- d) Provision of printed materials on Board and administrative policies and procedures and on provincial laws and regulations
- e) Discussion of library funding and budget

**8.00 Board Member Attendance at Conferences and Workshops**- Board members will be encouraged to attend conferences and workshops when applicable. When authorized, Board members can apply in advance and receive reimbursement for registration fees, accommodation, and travel expenses.

Board members may apply for travel expenses to attend Board meetings.

**9.00 Board Memberships**- The South Central Regional Library Board maintains annual memberships in the Manitoba Library Association (MLA) which has merged with the Manitoba Library Trustees Association (MLTA). Membership has been held in the Canadian Library Association (CLA) in the past.

**9.0 Board Legislative Program**- The Board should be constantly aware of government legislation affecting our regional library system and write letters or take other necessary action in the best interests of the library region.

**11.0 Board Conflict of Interest**- Persons serving as members of the Board may not be considered for a library staff position. He/she must first resign as a member of the Board.

Immediate family members of the Board will not be considered for employment in the library system while his/her relative is a Board member.

In order that honesty and impartiality may be, and seem to be, beyond doubt, Board members should refrain from placing themselves in a position where they could be, or be seen to be, under any obligation to any person who might benefit from special consideration of favour on their part or seek in any way to gain special treatment from them.

Equally, no conflict should exist, or appear to exist, between the private interest of Board members and the discharge of their official duties. Board members should exercise care in the management of their private affairs, so as not to benefit or appear to benefit, from the use of information acquired during their official duties, especially when this information is not generally available to the public.

Should a Board member become aware that the library's best interest in a particular area may be in conflict with his/her interest whether of a pecuniary, personal or other nature, he/she should immediately inform the Board chairperson of this potential conflict of interest, and thereafter refrain from participating in that area of activity or discussion, as it might affect, or be seen to affect his/her interest.

## **Physical Facilities**

- 1.0 Goals
- 2.0 Facilities
- 3.0 Community Use of Library Facilities

### **Physical Facilities**

- 1.0 **Goals**- In support of its mandate to provide high quality library service to all residents of the area served, the Board recognizes the importance of attractive and functional library facilities. Their adequacy of space and their specific design features either contribute to or detract from the quality and scope of library service. Priority in the development of facilities shall be based on the identified needs of the community, and on library services and programs developed to meet those needs.
- 2.0 **Facilities**- The South Central Regional Library is composed of five (5) branch libraries, coordinated by the Director of Library Services. The cities of Morden and Winkler, the town of Altona, and the municipalities of Thompson and Pembina provide the library facility in their respective communities and are responsible for the maintenance and upkeep of their facility.
  - Winkler Branch – 160 Main Street, Winkler
  - Morden Branch - 514 Stephen Street, Morden
  - Altona Branch – Unit 130 67 2<sup>nd</sup> St NE, Altona
  - Miami Branch - 530 Norton Street, Miami
  - Manitou Branch - 418 Main Street, Manitou

Janitorial services are the responsibility of each individual facility. When the library is in a shared facility, the janitorial costs should consist of general maintenance. All Branches are responsible for cleaning their own shelves and desks.

Furniture, equipment, and fixtures purchased for use in any branch of the regional library shall be the property of that branch. In the event of the discontinuance of the regional library, furniture, equipment, and fixtures owned by each branch shall be returned to it on the date of termination of the agreement. Library materials, other than those from specifically named donations, shall remain the property of the regional library system.

- Request for Service/Permission' form will be submitted to the Department Head or Municipal Office once it has been reviewed and authorized by the Director of Library Services.
- Each Municipality will review the request to determine if the project can be done within a requested time frame or will need to be addressed in an upcoming budget.
- If the request is for upgrades (painting, flooring, lighting, windows, etc.) then the Municipality shall decide what timeline would be proposed for the project.

- If the request is for permission for a renovation to the facility, not originally in the library blueprint, then the Municipality will need to a) approve the proposed renovation pending all permits are in place b) can request SCRL provide the funds to support/fund the renovation.
- If the Municipality proposes their own renovation or upgrade to the facility, then the cost shall be the responsibility of that Municipality and not SCRL.
- SCRL is required to give advance notice before planning a major project so the Municipality can plan for both short term and long term funding if the project is to proceed.

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**Morden Branch** – all maintenance & renovations are done by the City of Morden Recreation Department. Cleaning is done via contracted services. Branch employees occasionally sweep the front entrance during heavy day-time snowfall & look after icy surfaces if a patron notices it. Painting & upgrades are noted & added to the department's budget. Negotiations on what is covered by the City of Morden and what is funded by SCRL will need to be addressed on the 'Request for Service/Permission' form.

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**Winkler Branch** - all maintenance & renovations are done by the City of Winkler Public Works Department as well as the snow clearing in the winter. Cleaning is done via contracted services. Painting & upgrades are noted and if there is room in the department's budget, it is done. Major renovations would be submitted to the Head of the Rec Dep't for permission/approval to make changes to the facility. Negotiations on what is covered by the City of Winkler and what is funded by SCRL will need to be addressed on the 'Request for Service/Permission' form.

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**Altona Branch** – all cleaning, maintenance & renovations are done by the Town of Altona Recreation Department. Renovation requests must be submitted for inclusion into the budget. Negotiations on what is covered by the Town of Altona and what is funded by SCRL will need to be addressed on the 'Request for Service/Permission' form.

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**Manitou Branch** – cleaning is done via contracted services. Maintenance is done by the Municipality but snow clearing, and management of traffic areas is done by Branch employees. Upgrades to the facility (painting, new windows, etc.) would be the responsibility of the Municipality. Negotiations on what is covered by the Municipality of Pembina and what is funded by SCRL will need to be addressed on the 'Request for Service/Permission' form.

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**Miami Branch** – cleaning is done via contracted services. Branch employees will be responsible to clear the library traffic areas of snow. Upgrades to the facility (painting, etc.) would be the responsibility of the Municipality. Negotiations on what is covered by the R.M. of Thompson and what is funded by SCRL will need to be addressed on the 'Request for Service/Permission' form.

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### **3.0 Community Use of Library Facilities**

3.01 Meetings- The Morden and Winkler Branches have meeting rooms available for the public. The library, on occasion, will sponsor its own, or an approved non-profit community event within the library when the facility is deemed adequate.

3.02 Displays and Exhibits- The library will allow displays, after permission is granted, such as visual arts festival, schools, industrial arts classes, posters etc. but will not assume responsibility for the displays. The group or organization will be responsible for setting up and dismantling the display in conjunction with the library staff. Outside organizations will be limited to two displays per year, with individual displays not exceeding three weeks. The three-week time limit may be waived for unusual circumstances and by special arrangement with the library.

3.03 Advertising- The library will allow advertising by non-profit organizations. Promotion of local events will take precedence over out of town events.

The library may sell tickets to events sponsored by non-profit organizations, but library staff may not promote any such event within the library.

The library encourages non-profit groups to display promotional material (e.g., brochures, magazines, or other “hand outs”) in the library providing the material falls within the educational, informational, cultural, or recreational mandate of the library. The promotional material may include advertising. Specific examples of this type of material would include pamphlets or magazines promoting books, the Manitoba Festival of the Arts or Stratford Festival booklets. Presence of this material in the library does not constitute endorsement of any product or products.

The library will not allow salespeople to set up public displays for the purpose of making sales or sales contacts, within the library, nor at any event sponsored by the library.

However, an author or that author’s representative, may have copies of his or her books available for purchase at an author reading and autograph session sponsored by the library.

3.04 Petitions- The mandate of the library is to have information on both sides of an issue available for the public to evaluate. Thus, to maintain neutrality, individuals or organizations will not be allowed to place petitions in the library or to approach library users for the purpose of gathering signatures.

Reviewd/Approved – March 2023