

# BOARD BEGINNER INFO



## Meetings

- Occur on the second Tuesday of each month at 5:30 PM
- The Board does not meet in July, August, or December
- Consistent attendance at Board meetings and committee meetings is expected



## Committees

- The Board has three committees: Human Resources, Finance, and Planning
- Members are expected to sit on at least one committee
- Committee meetings are scheduled at the discretion of committee members



## Legislation

- Library boards operate under provincial legislation, which includes the *Libraries Act* and *Libraries Regulations*
- The City of Grande Prairie's municipal council establishes the Library Board through municipal bylaw, appoints Board members, and approves municipal library funding



## Funding

- The Library is primarily funded through the City of Grande Prairie, the County of Grande Prairie, the MD of Greenview, and the province of Alberta

## Member Duties

- Board members are responsible for a number of core functions that govern the Library, including financial stewardship, advocacy, policy, and overseeing their sole employee, the Library Director



## Relationships

- The Board has relationships with several key stakeholders including the City of Grande Prairie, the County of Grande Prairie, and Peace Library System

## Introduction to the board

Being a member of the board is a rewarding opportunity to have an impactful role in the direction of the Grande Prairie Public Library. Members provide vision that shapes the organization's long-term goals through short term strategies. The board provides financial stewardship, governance, and advocacy.

To achieve this, board members are expected to attend a board meeting on the second Tuesday of each month, along with one or two monthly committee meetings related to planning, finances, and human resources. An agenda will be sent out prior to each board meeting, and each member is expected to review the documents and reports ahead of time so that the meeting can be used effectively to make strategic decisions that incorporate the various perspectives and experiences of the board as a whole.

Once a decision is made, it is expected that the board will present a united front to the community, and that board members will collectively stand behind the decisions of the board. Being a board member ensures that you are always in the loop for all of the fantastic programs happening at GPPL, and your appearance at any of those events is always a welcome occurrence!

Public library boards fall under the provincially legislated *Libraries Act* and *Libraries Regulations* statutes overseen by the Ministry of Alberta Municipal Affairs through its Public Library Services Branch. Under this legislation, a municipal council - in our case the City of Grande Prairie - establishes the library board through municipal bylaw, appoints board members, and approves municipal library funding. Besides the City of Grande Prairie, GPPL receives funding from the province of Alberta, the County of Grande Prairie, and the MD of Greenview.

The City of Grande Prairie Library Board is a governance board with one employee: the library director. The board is a corporation with full management and control. It creates a Plan of Service with community input, develops bylaws and policies, and ensures the library director manages the library accordingly.

The Grande Prairie Public Library board has multiple documents that guide its members. These include the responsibilities of policy, goals and objectives, finances, personnel, and advocacy. The library is currently in the middle of its 2021- 2025 Plan of Service, a document required by legislation, which is a vision for its future. The board is also in the middle of its 2020 - 2030 Strategic Plan, which identifies its goals beyond service to patrons, including infrastructure, training, and communication. One of those goals is advocacy, which has led to the creation of an ongoing advocacy plan, which is currently being updated. The board is also currently working through a list of action items developed following an efficiency audit and reviews library policies biennially.