

**Policy: Policy Making**

**Originally**

**Approved: May 2004**

**Amended: Jan 2016; Aug 2023**

The Board, pursuant to its mission statement, is responsible for the policies adopted by the Blackfalds Public Library. These policies will be proposed and monitored by the library Board and library Administrator.

**Guidelines**

1. Initial suggestions for policy development may come from:
  - 1.1 Trustee members
  - 1.2 Standing Committees
  - 1.3 The Library Administrator and staff
  - 1.4 Various levels of government and funding jurisdictions
2. Draft policies will be developed by the library Administrator and forwarded to the trustees.
3. All policy recommendations will be clearly written and based on the philosophy of the Blackfalds Public Library.
4. As a policy is established, review dates will also be established.
5. Policies must comply with federal, provincial and municipal laws.
6. Policy may be changed by a majority consent of the board.
7. A person voting in favour of a policy that has been defeated cannot bring forth the motion for consideration of said policy for 6 consecutive months.
8. The Library Administrator will maintain the Board's policy manual and will be responsible for recording recommendations and changes in the appropriate section of the policy manual.
9. Copies of all approved or amended policies will be filed with Alberta Municipal Affairs and Parkland Regional Library System.

## **Policy: Trustee Development**

**Originally**

**Approved: May 2004**

**Amended: June 2006; May 2009; Jan 2016; Feb 2021**

### **Orientation**

1. Orientation of new Trustee members is the responsibility of the library administrator and chairperson of the Board or their delegate.
2. The orientation process will include, but not be restricted to the following:
  - 2.1 a tour of the library
  - 2.2 a review of Blackfalds Public Library honoraria and expenses available to the trustee for committee meetings
  - 2.3 An information trustee flash drive, includes the following, which the Trustee member will receive and keep for reference:
    - Alberta Library Trustees Handbook
    - Alberta Libraries Act, Alberta Libraries Amendment Act
    - Alberta Libraries Act, Regulations
    - Blackfalds Public Library Policies, Bylaws and Plan of Service
    - Current annual report
    - A brief outline of services provided by Parkland Regional Library
    - List of Trustee members including addresses and phone numbers.
    - List of Blackfalds Public Library staff
    - Other material as designated by the Library Board or Library Administrator
3. Each retiring Trustee member will delete their trustee flash drive and keep it or return the flash drive to the library administrator.

### **Continuing Education**

Trustees will be encouraged to attend appropriate workshops.

### **Advocacy**

Blackfalds Public Library trustees will act as advocates for Blackfalds Public Library.

Trustees are encouraged to accompany the Library Administrator on visits to municipalities, county councils or Parkland Regional Library.

Trustees are encouraged to be members in good standing at the Blackfalds Public Library

**Policy: Code of Ethics**

**Originally**

**Approved: May 2004**

**Amended: May 2009; Aug 2023**

Library boards exist to develop, promote, and monitor library services as a public trust. To this end, library trustees should be committed to the following principle:

1. The primary goal of public library trustees is to ensure that the public has access to the highest quality of library services possible.
2. Trustees should ensure that each person has access to the most complete library service possible compatible with equal service for others. Where limitations in service are unavoidable, any inherent inequality of service should favour those residents least able to obtain alternate service.
3. Library trustees should observe ethical standards with truth, integrity and honour.
  - A. Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
  - B. Trustees should distinguish between their personal views and those of the institution by respecting the position of the board, even though they may disagree.
  - C. Trustees should respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting.
  - D. Trustees should limit their trusteeship role to policy governance and advocacy.
4. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
5. Trustees are expected to support intellectual freedom in the selection of library material.

**Policy: Appointment & Dismissal of  
Board Trustees**

**Originally**

**Approved: August 2023**

**Amended:**

1. Appointment of Board members is made by the Town of Blackfalds.
  - A. When there is a vacancy, the Library and/or the Town of Blackfalds will advertise and recruit for board members.
  - B. When applicants are received, the Library Administrator will review the applicant and give a recommendation to the Town on the potential candidate.
  - C. Potential board members must agree to uphold basic library tenants
    - a. Access to Information
    - b. Confidentiality/Privacy
    - c. Democracy
    - d. Education & Lifelong Learning
    - e. Intellectual Freedom
    - f. Diversity & Inclusion

As well as the values of the Town of Blackfalds Library Board

  - a. Barrier Free Accessibility
  - b. Accountability to the community for the services we provide
  - c. Creativity and Innovation
  - d. Quality in our customer service and programs
  - e. Collaboration & Partnership
  - f. Information and Literacy
  - g. Intellectual Freedom
  - h. Diversity
  - i. Love of Reading
2. Each Board trustee is expected to attend Board meetings and notify the Board Chair & or Library Administrator if they will be absent. If a Board member fails to attend three consecutive meetings, without notification to the Board Chair & or Library Administrator, they will be considered to have resigned and will promptly be dismissed from their Board position.

**Policy: Appointment & Dismissal of  
Board Trustees Continued**

**Originally**

**Approved: July 2023**

**Amended:**

3. Dismissal of a Board trustee may also occur if a Board trustee repeatedly fails to meet the duties or requirements of their Board position or has engaged in the act of violence or harassment (as defined by Alberta's Occupational Health and Safety Act (OHS)) against any Blackfalds library employee or Board trustee.  
The process for dismissal may include the following:
  - A. An additional Board meeting with all parties present. This should be held with the complainants, the defendant, and the remaining Board trustees to facilitate an open discussion of the issue and present any evidence that may corroborate the allegations. The burden of proof lies with the complainants. If Board trustees agree that the evidentiary support was not made in bad faith, found not to be arbitrary or discriminatory, and is not unfounded, a written warning to the defendant will be issued.
  - B. If the behavior is not corrected and is repeated within the defendant's remaining term on the Board, an emergency subsequent Board meeting will be held, in which the dismissal of the defendant will be voted upon. If a quorum majority is reached, a recommendation for dismissal will be sent to the Town of Blackfalds Council.