

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **POLICY STATEMENTS** | Sec 2, 1A

Reviewed: 2020/05/29 | Revised: 2020/05/23 | **Effective: 2017/05/13**

### SECTION 2 – 1.A

#### POLICY STATEMENT 1-GOVERNANCE PRINCIPLES

1. The Northern Lights Library Board shall be formed in accordance with the Alberta Libraries Act and shall be hereinafter referred to as the Board.
2. The Board's priority is to determine Northern Lights Library System's Vision, Mission, Values, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance.
3. The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes.
4. The Board leads through policy, using a framework which defines five categories of Board Policy: Vision, Mission, Values, Goals, and Objectives; Governance Process; Board – Executive Director Relationship; and Executive Director's Parameters.
5. The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues.
6. The Board states the expected Vision, Mission, Values, Goals, and Objectives through the plan of service, directing the Executive Director to determine the means to achieve these results within limits of ethics and prudence.
7. The Board as a whole has one employee, the Executive Director, who is accountable to the Board as a whole; as such, Board members are not to direct or supervise NLLS employee(s). When the Board approves policy, the Executive Director is empowered to make all further decisions. The Executive Director's authority begins immediately and automatically.
8. The Executive Committee on behalf of the Board monitors the Executive Director solely on the basis of organizational performance and written policies.
9. The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist employee(s) in doing their job.

#### POLICY STATEMENT 2-PROPORTIONAL REPRESENTATION

1. Promote proportional and regional representation on the Northern Lights Library System Executive Committee.

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**NLLS Executive Board Chair**

May 23, 2020

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **GOVERNANCE** | Sec 2, 1B

Reviewed: 2021/11/06 | Revised: 2021/11/27 | **Effective: 2017/05/13**

### SECTION 2 – 1.B

#### GOVERNANCE

1. Role of the Board and Trustee
  - a) The Board shall meet and deliberate at specific and regular times as determined by its members and in accordance with the Alberta Libraries Act. The Board shall exercise its role as public trustee for the Municipalities that make up the Northern Lights Library System. The Board is responsible for creating a vision of library service for the System, articulating values, and principles, setting goals, developing effective governance policy, monitoring library performance, and meeting provincial standards.
  - b) The Board member is appointed by their council and while representing the interest of their community are required to act in the interest of NLLS.
2. Trustee Checklist
  - a) An easy way for Board members to understand their responsibilities more clearly and to meet them is to use checklists like the ones below. The Alberta Library Trustees' Association has many learning resources for trustees. There are learning modules available for personal learning or sharing with Boards on ALTA's website: <http://www.librarytrustees.ab.ca/trustee-learning>.
  - b) The following are some tools to help with becoming an effective board member.
3. Expectations of a Board Member
  - a) Acknowledge attendance minimum of one (1) week in advance of meeting(s).
  - b) Arrive at meetings on time prepared to actively participate.
  - c) Prepare reports, motions, etc., in writing if possible, and submit to the Board Secretary in sufficient time for distribution before the meeting.
  - d) Read Board material in advance of meetings, noting comments and questions.
  - e) Follow through on assigned activities.
  - f) Notify the Chair in plenty of time about items for the agenda.
  - g) Develop a working knowledge of the Board manual and applicable legislation.
  - h) Maintain friendly, positive relationships with other Board members and staff.
  - i) Ask questions!
  - j) Participate in discussion and decision making, ensuring that you offer your relevant comments and suggestions prior to the Board's decisions.
  - k) In addition to these general responsibilities, Board members are expected to serve on committees as required.
4. The Job of the Board is to:
  - a) Liaise with the municipalities and members' libraries to:
  - b) determine what they want the System to be through the plan of service,
  - c) determine what the System should accomplish by developing policies,
  - d) determine service levels through the development of the annual budget,
  - e) advocate for Northern Lights Library system in Alberta,
  - f) create partnerships with other agencies to achieve the System's Vision, Mission, Belief, Goals, and Objectives.
5. Write governing policies which, at the broadest levels, define:
  - a) Vision, Mission, Belief, Goals, and Objectives: Which long range benefits will be achieved for whom, and at what cost.
  - b) Governance Process: How the Board conceives, carries out and monitors its own job.
  - c) Board / Executive Director Relationship: Establish policies that govern the relationship between Board as a whole and the Executive Director, and between the elected Executive and the Executive Director.
  - d) Executive Director / Employee Relationship: Establish policies that govern all aspects of organization operations with input from the Executive Committee. For Example: HR policies, IT policies etc.
  - e) Executive Director's Parameters: Those boundaries of prudent and ethical behavior within which the Executive Director can operate.

6. Develop and approve a three-year plan of service or a strategic plan, a rolling three-year budget, the annual report, and audited financial statements.
7. Recognize the value and contributions of long serving employee(s), volunteers, and trustees.
8. Monitor achievement or compliance with policy against criteria, the Board has previously set, using:
  - a) reports by the Executive Director,
  - b) reports from member municipalities, members' libraries, and outside agencies,
  - c) direct inspection by the Board.
9. Use the results of monitoring to improve performance by:
  - a) reviewing existing policies as per review schedule
  - b) revising existing policies as required
  - c) formulating new policies as required
10. The term of office of the Northern Lights Library System Board Chair is limited to two (2) consecutive two (2) year terms, unless at least 2/3 of the whole board passes a resolution stating that the Chair may be reappointed for more than two (2) consecutive terms.
11. Notwithstanding the Systems agreement mandatory seats, the term of office for a Northern Lights Library System Executive Member is limited to two (2) consecutive two-year terms, unless at least 2/3 of the whole board passes a resolution stating that member may be reappointed for more than two (2) consecutive terms.
12. Meet a minimum of four (4) times per year as per the Libraries Act; Section 33, and as defined in the Northern Lights Library System Agreement. A quorum of the Board shall be a simple majority of the entire board plus one (1). Meetings can be held at NLLS headquarters or virtually.
13. Create procedures providing for the orientation and ongoing development of trustees as they fulfill their ethical and legal duties to the regional library system.

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**NLLS Executive Board Chair**

November 27, 2021

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **GOVERNANCE STYLE OF THE BOARD** | Sec 2, 1C APPENDIX U

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

## SECTION 2 – 1.C APPENDIX U

### GOVERNANCE STYLE OF THE BOARD

1. The Board governs with a style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and employee roles, collective decision-making, and a focus on the future and be proactive.
2. The Board shall:
  - a) abide by its Code of Ethics. Should a member breach the Code of Ethics, disciplinary measures will take place. Discipline will apply to matters such as attendance, governance principles, respect of roles, and support for Board decisions. It will not allow any officer, individual or committee of the Board to usurp this role or hinder this commitment.
  - b) Consider suggestions for policy development that come from: Board trustees, the Executive Committee, the Executive Director or employee members, client library boards or client library staff, and various levels of government and funding jurisdictions.
  - c) The Board only acts through policy and resolution.
  - d) Comply with federal, provincial, and municipal laws and Board policies.
  - e) Comply with Libraries Act and Libraries Regulation.
  - f) Changes or additions to policies shall be approved at a Board meeting by a motion.
  - g) Ensure that the Board's policy manual be reviewed and copies of old policies including policies that have been eliminated or changed shall be kept in perpetuity for reference purposes.
  - h) Ensure copies of all approved or amended policies shall be filed with the appropriate government department(s) as required as legislation.
  - i) Focus chiefly on intended long term benefits, not on the operational means of attaining those results.
  - j) Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability through Board education and development.
  - k) Ensure that agenda packages are available at minimum seven (7) days prior to the meeting.
  - l) Ensure that draft minutes are circulated with the agenda package.
  - m) Agenda packages and unadopted minutes shall be posted to the NLLS website and a hyperlink shall be emailed to all Board members and alternates.
  - n) Ensure the approved, unadopted and/or live minutes will be posted on the NLLS website within seven (7) days of being approved by the Board.
  - o) To ensure transparency in all meetings a "Record of Motions" will be kept by the recording Secretary with the responsibility of the Board Chair.
  - p) An Executive Committee "Action Item List" will be maintained by the recording Secretary with the responsibility of the Board Chair
  - q) Appendix U - Executive Committee Action Item List

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**NLLS Executive Board Chair**

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May 29, 2021

**Date of Approval**



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ROLE OF BOARD CHAIR** | Sec 2, 1D

Reviewed: 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

### SECTION 2 – 1.D

#### ROLE OF BOARD CHAIR

1. The role of the Chair is:
  - a) To ensure the integrity of the Board's governance.
  - b) To represent the Board to outside parties in accord with positions consistent with Board policies and resolutions.
  - c) To uphold the Board's own policies and rules and those legitimately imposed upon the Board from outside the organization.
  - d) To chair Board meetings with all the commonly accepted powers of a meeting Chair, including ruling and recognizing; with the goal of keeping deliberations timely, fair and orderly.
  - e) To restrict meeting agendas and discussion to matters of Board governance.
  - f) To make governing decisions within the policies and direction of the Board.
  - g) To chair the Advocacy Committee.
  - h) To attend the Library Managers' Council meetings.
2. The Vice Chair, in the absence of the Chair, is the de facto designate and will assume and perform the duties and functions of the Chair.
3. The Board Chair or designate is not ex officio, and not required to attend all committees, however, may attend without compensation.

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**NLLS Executive Board Chair**

March 4, 2022

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **ROLE OF EXECUTIVE COMMITTEE** | Sec 2, 1E

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

### SECTION 2 – 1.E

#### ROLE OF EXECUTIVE COMMITTEE

1. Within existing policy, the Executive Committee has the freedom to act as needed and fulfills the function of the Northern Lights Library Board between Board meetings so as never to interfere with Board policy, bylaws, or budget. The Board will respect and support any reasonable interpretation of Board policy by the Executive Committee.
  - a) Lead strategic planning for NLLS, including the development of the Plan of Service. The Executive does not have the power to change the Plan of Service once it is set by the whole board.
  - b) Prepare personnel, financial and facility framework, and policy statements.
  - c) Act on behalf of the NLLS Board at provincial meetings or when presenting recommendations on provincial library policy.
  - d) The Executive committee has the authority to hire the Executive Director.
  - e) The Executive committee is responsible for the on-going evaluation of the Executive Director's performance based on organizational performance, based on implementation of plan of service, policy, and budget.
  - f) The Executive committee has authority to terminate the Executive Director:
    - i. Prior to a termination decision the Executive Committee shall seek, as a check and balance, input from the Grievance committee (excluding the Vice Chair)
    - ii. Two (2) members of the Executive Committee, determined by the Executive Committee, shall present the Grievance Committee with all stated facts so they may deliberate on the matter.
    - iii. At its discretion, the Grievance Committee may meet and speak with the Executive Director.
    - iv. After a thorough review of said facts, the Grievance Committee shall submit a written recommendation back to the Executive Committee to provide sober second thought on Executive Committee's decision.
    - v. The Board Chair will call a special meeting of the Executive Committee to review the Grievance Committee recommendation and to make the final decision to terminate or not.
  - g) The Executive Committee will be responsible for the orientation and professional development.
  - h) The Executive sets the agenda for Board meetings and reports to the Board on actions taken.
  - i) The Executive will ensure that minutes are taken of all Executive meetings and that draft and approved minutes are made available to the general membership.
  - j) From its membership, the Executive Committee shall elect a Vice-Chair for the Board at the first Executive Committee meeting after the Board's organizational meeting.
  - k) The Executive Committee will appoint from within, a Treasurer to serve as a liaison between Administration and the Board pertaining specifically to the Overall NLLS Budget.
  - l) The Board Chair or in their absence, the Vice Chair, may call a special meeting of the Executive Committee as required, or at the request of two (2) or more members of the Executive Committee.
  - m) No business shall be transacted at meetings of the Executive Committee unless a quorum of the members is present. The quorum for the Executive Committee shall be a simple majority of members. The Executive Director or designate shall be present with the exception of in camera session that is about the Executive Director.
  - n) NLLS's Executive Committee may have a maximum of ten (10) members as permitted by The Libraries Regulations.
  - o) Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their two (2) year term, representatives from that municipality or group of municipalities may appoint a new representative to the Executive Committee at the next board meeting.

- p) Absence due to resignation or disappointment (removal) of the Board Chair, will result in the Vice-Chair assuming responsibilities until the next general board meeting. At this time, a new Board Chair will be elected from the general board membership for the remainder of the current term.
- q) Absence due to resignation or disappointment (removal) of the Board Chair and Vice- Chair, will result in the remaining Executive Committee members to elect an interim Board Chair until such time as a new Board Chair is elected by the general board membership.

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**NLLS Executive Board Chair**

May 29, 2021

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**Date of Approval**



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **BOARD CODE OF ETHICS** | Sec 2, 1F

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

### SECTION 2 – 1.F

#### BOARD CODE OF ETHICS

1. The Board and its members shall operate in an ethical and professional manner representing the Board in a positive light, taking no private action that will compromise the Board and its decisions.
2. Board trustees shall follow the common law and ethical responsibilities of Alberta Board Trustees.
3. Legal required obligations:
  - a) A library trustee is expected to manage the affairs of the library with the same degree of skill and hard work and care he or she brings to their own affairs (this can apply to councilors and their knowledge about municipal affairs)
  - b) A library trustee has a duty to become informed about the business of the board, including: applicable legislation, and what is required in order to be an effective trustee.
  - c) A library trustee must keep confidential private information he/she learns as a result of their activity as a trustee, and may not personally benefit from it, either during the term or after. In camera.
  - d) A library trustee must put the best interests of the board before their own or any other.
  - e) A library trustee may not make advance agreement with another person or organization to vote a certain way. (“contracting the vote”) exception shall be given to allow trustees to campaign for Board Chair one (1) month prior as well as the Annual General Meeting (election meeting).
  - f) If a library trustee stands to make a personal profit from any activity of the board, he/she must declare your interest, and may not participate in discussion or vote in relation to it. (i.e. no conflicts of interest)
4. Ethical however not legal required obligations:
  - a) A library trustee must want to serve as a trustee.
  - b) A library trustee must endorse, without reservation, the mission of the library board.
  - c) A library trustee must believe in the value of libraries.
  - d) Trustees are expected to take responsibility for their personal development through continuing education opportunities and are encouraged to participate in provincial and national library organizations.
5. Trustees should support intellectual freedom in the selection of library material.
6. When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from Northern Lights Library System.
7. Written submission regarding a potential breach of Board policy must result in a review in camera of the breach by the Executive Committee within thirty (30) days of receipt of written submission.
8. Breach of Board policy after Executive Committee review of the breach may result in a letter of notice to the municipality for action.

9. Breaches of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.



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**NLLS Executive Board Chair**

May 29, 2021

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ANNUAL AGENDA** | Sec 2, 1G

Reviewed: 2022/10/04 | Revised: 2022/10/14 | **Effective: 2022/11/25**

## SECTION 2 – 1.G

### ANNUAL AGENDA

1. The Northern Lights Library System’s (NLLS) Board will follow an annual agenda to accomplish its work consistent with Board policies. The agenda will focus Board attention on governance priorities using a systematic annual approach.
2. The following schedule will be followed:

#### FEBRUARY BOARD MEETING

- Review and approval of audited financial statements
- Review and ratification of the annual Provincial Library Service Branch’s (PLSB) reports for NLLS and its service points.

#### MAY BOARD MEETING

- Organization meeting and election of officers and Executive Committee

#### AUGUST BOARD MEETING

- First look at draft budget for coming fiscal year

#### NOVEMBER BOARD MEETING

- Approval of budget for coming fiscal year

#### BOARD MEETINGS THROUGHOUT THE YEAR

- Policy evaluation, review & revision in accordance with the policy on "Policy Making"
- Development and review of the Plan of Service/Strategic Plan (Revised every three (3) years)
- Board orientation and education

#### DELEGATED TO THE EXECUTIVE COMMITTEE (see policy “Role of the Executive”)

- Executive Director's evaluation
- Approval and submission of PLSB annual reports to the Government of Alberta
- The review and allocation of system financial investments

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NLLS Executive Board Chair

November 25, 2022

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Date of Approval

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **COMMITTEES OF THE BOARD** | Sec 2, 1H Appendix T

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2021/02/26**

## SECTION 2 – 1.H APPENDIX T

### COMMITTEES OF THE BOARD

1. The Northern Lights Library System Board shall appoint members of all committees at the Annual Organization Meeting. Alternates of the board may not be a part of any committees.
2. Wherever possible the committees will have equal representation of one (1) member from each of the zones. Appointed zone member may or may not be the zone rep on the executive, depending on the terms of reference for the committee, and shall be appointed by a vote of the members of that zone. Where a fifth (5) member is required, that member shall be appointed from and by the general membership.
3. All committees shall ensure that minutes are recorded and distributed to the Executive to be presented to the Board where appropriate. Committee reports shall be made by the committee chair or designate at all regular meetings.  
Appendix T- General Reporting Form
4. Committees are to review the Terms of Reference at their first meeting following the Annual General Meeting.
5. Committees of the NLLS Board are:
  - a) Executive Committee - up to 10 members
  - b) Grievance Committee - 5 members – as required by committee chair
  - c) Building Committee - 5 members – as required by the Executive Committee
  - d) Policy Committee - 5 members
  - e) Plan of Service Committee - 5 members – as required by the Executive Committee
  - f) Executive Director Evaluation Committee - Chair, Vice Chair and one (1) other Executive Committee nominee.
  - g) Advocacy Committee - 5 members – as required by the Executive Committee
6. The NLLS Board may appoint ad-hoc committees of one or more members. A standing committee may strike a sub-committee of the standing committee.
7. All committees, with the exception of the Executive Committee, have advisory powers only.
8. Agenda Additions are to be vetted for FOIP concerns by the Committee Chair and the Executive Director prior to the meeting. FOIP items will then be addressed in closed session.
9. No internal committee communication protected under FOIP shall be shared outside of committee members (except for the board chair) without the approval of the Executive Committee. Violation of this protocol shall result in removal from all committees.
10. Mandate statements of standing committees shall be approved by the Northern Lights Library System Board.
11. The Board Chair is not ex officio, and not required to attend committees, however, can attend without compensation.
12. In the event of a municipal election year, any person elected to any committee(s) will hold that position for two years plus or minus the difference between the next staggered zone election.
13. Any, and all, members sitting on any NLLS committees must attend all meetings; members who miss two (2) meetings within the two-year term will be removed from the committee and new representation from your zone or an at large member will be required. Absence(s) must be approved by the committee chair. Member(s) are required to provide notification of attendance.
14. All committee meetings will require an attendance sheet and minutes. Minutes to be distributed to all members of the Executive Committee after meeting.



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **BOARD HONORARIA and EXPENSES** | Sec 2, 1I

Reviewed: 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

### SECTION 2 – 1.I

#### BOARD HONORARIA and EXPENSES

1. Northern Lights Library System does not pay honoraria for attendance at regular Board meetings.
2. Northern Lights Library System pays an honorarium to Board authorized members for attending committee meetings.
3. Northern Lights Library System reimburses Board authorized members for expenses when attending committee meetings and other Board authorized functions including conferences.
4. Meals, mileage, and accommodation expenses for Board members shall be reimbursed as outlined in the NLLS travel policy.
5. The Executive Committee shall review this policy annually.
6. NLLS will provide honorarium to committee members as follows:

<b>Committee</b>	<b>Amount/Meeting</b>
Executive Committee	\$100.00
Board Standing Committee	\$100.00
Board Ad Hoc Committee	\$100.00
Regular Board Meeting	\$0.00
Committee Chairs	\$150.00
Online meeting under 60 minutes	\$75.00

7. When a member attends multiple paid meetings in the same day their honorarium will be no greater than \$250.00.
8. The library, represented by the chair of the Library Managers' Council, shall receive an honorarium of \$100.00/Board meeting attended to a maximum of \$250.00/day.
9. The Chair of the NLLS Board shall receive an honorarium of \$100.00/month. This honorarium will be paid at the Annual General Meeting of the Board or at the resignation of the chair, whichever comes first.
10. NLLS will pay professional development expenses to a maximum of \$2,500.00/year for the Board Chair or their designate. Professional development endeavours will be approved by motion of the Executive Committee prior to the expense being incurred.

- 11. NLLS does not pay Board honoraria for attendance at, or meetings held at professional development opportunities unless preapproved by motion of the Executive Committee.
- 12. Expense claims for meeting attendance outside Board Chair regular duties will be reported in the Board Chairs regular report to the Executive Committee.

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**NLLS Executive Board Chair**

November 25, 2022

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **BOARD MEMBER ORIENTATION and PROFESSIONAL DEVELOPMENT** | Sec 2, 1K

Reviewed: 2022/10/04 | Revised: 2022/10/14 | **Effective: 2022/11/25**

### SECTION 2 – 1.K

#### **BOARD MEMBER ORIENTATION and PROFESSIONAL DEVELOPMENT**

1. New board members shall fulfill their responsibilities as representatives to their jurisdictions, and as members of the Northern Lights Library System (NLLS) Board, they shall receive an orientation presentation, package, and tour. The Executive Committee will be responsible for the orientation and professional development. The Executive Committee at its discretion can assign responsibilities to another committee.
2. Newly appointed Board Members shall go through a NLLS orientation as soon as possible after they are appointed.
3. An effort will be made to provide professional development at each Board meeting.

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NLLS Executive Board Chair

November 25, 2022

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**Date of Approval**



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **FREEDOM of INFORMATION and PROTECTION of PRIVACY** | Sec 2, 1L

Reviewed: 2017/05/13 | Revised: 2017/05/13 | **Effective: 2017/05/13**

### SECTION 2 – 1.L

#### **FREEDOM of INFORMATION and PROTECTION of PRIVACY (FOIP)**

1. In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Northern Lights Library System allows access to its public records and ensures the protection of privacy of the personal information of individuals except where disclosure is required by law.
2. NLLS designates the Executive Director or their designate as the Head, in accordance with the relevant sections of the FOIP Act. The Head may delegate specified responsibilities in writing, under the Act.
3. Fees are payable in accordance with relevant and schedules of the FOIP Act.
4. NLLS will provide regular access to FOIP training.

Personal Information Banks

<http://www.servicealberta.ca/foip/documents/pibguide.pdf>

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**NLLS Executive Board Chair**

May 13, 2017

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 5

Subject: **RECORDS RETENTION** | Sec 2, 1M

Reviewed: 2017/05/13 | Revised: 2017/05/13 | **Effective: 2017/05/13**

## SECTION 2 – 1.M

### RECORDS RETENTION

1. <http://www.servicealberta.ca/foip/documents/chapter8.pdf>
2. Northern Lights Library System keeps orderly and timely records of the business of the library system. This policy ensures that procedures followed, comply with federal rules and regulations, provincial legislation, and with the needs of Northern Lights Library System.
3. The Income Tax Act of Canada and the Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP) are used as authority for the retention of records and the privacy of the employees.
4. NLLS retains and disposes of records as outlined in Schedule A. (see below)
5. Records, as set out in Schedule A, are:
  - a) (De)stroyed – the records shall be destroyed without any copy being retained.
  - b) (P)ermanent – the original records shall be preserved and never destroyed.
  - c) (Re)placed – annual forms replaced with new forms.
6. Permanent records are held as:
  - a) (H)ardcopy – the original document is retained.
  - b) (E)lectronic – original document is maintained online with no hard copy or original is maintained in digital format.
7. The Executive Director has discretion to retain appropriate records of anniversary years, i.e. five (5) year intervals beginning 1990.
8. Depending on the format, records referred to in Schedule A are stored:
  - a) In electronic format and held in a safe; or
  - b) in labeled files in a filing cabinet; or
  - c) in secure off-site storage.

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NLLS Executive Board Chair

May 13, 2017

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Date of Approval

## SCHEDULE A - Alphabetical

Subject	Description	Years	Action
Accountants	Working Papers	7	De
Accounts	Receivable Paid Invoices	7	De
Administration	Reports (not part of minutes)	7	De
Agendas	Agendas – part of minutes	P	H&E
Agreement	Copies, after superseded	P	H
	Signature page	P	H
Alberta Community Development	Public Library Statistics (annual)	7	De
Annual reports	NLLS	P	H
Annual reports	Local boards	10	De
Architect drawings	Building	P	H
Assets	Permanent files	P	H
	Records of surplus	7	De
	Temporary files	7	De
Audit	Working papers	7	De
	Final	P	H
Bank	Deposit (pass) books	7	De
	Memos (Debit & Credit)	7	De
	Reconciliations	3	De
	Statements	7	De
Board	Minutes	P	H&E
Briefs/Reports	To Government	7	De
Budgets	Final	P	H
Building	Design estimates	3	De
	Files	15	De
	Inspection records	P	H
	Purchase of land	P	H
Subject	Description	Years	Action
Bylaws	All	P	H

Cash	Receipts Journal	7	De
	Petty (vouchers)	3	De
Catalogue	Profiles	P	H
Certificates	Of title	P	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/Duplicates	7	De
Committee	Minutes	P	H
Conference	Annual	P	H
Contracts		P	H
Correspondence	General	7	De
	Historical	P	H
Court cases		P	H
Deeds		P	H
Employee benefits	WCB claims	P	H
	Other claims	P	H
Employees	Job applications & resumes (hired)	P	H
	Job applications & resumes (not hired)	1	De
	Job descriptions	5	De
	Temporary (term) Employees (after term of employment)	1	De
	Personnel file	P	H
Files	See subject matter	-	-
Financial statement	Budget-to-Actual	P	H
Grant Applications	General	7	H
Subject	Description	Years	Action
Income Tax	Committee Director's fee forms	1	De
	Deductions	7	Re
	TD1 Forms	1	De

	T4 slips/summaries	P	Re
Insurance	Claims	P	H
	Records (after expiration)	7	H
Inventory	Records (after superseded) year end	7	De
Journals	General	P	De
Land	Purchase	P	H
Leases	After expiration	7	H
Ledgers	General	P	De
	Subsidiary	7	H
Legal	Opinions	P	De
	Proceedings	P	H
Legislation	Acts (after superseded)	1	H
Library Stats	Anniversary years (90, 95, 00, etc.)		De
Licenses	Business (after expired)	5	H
Maintenance Reports		7	De
Media releases		P	H
Minutes	Board	P	H
	Committee	P	H
	Library Managers Advisory Council	P	H
Newspaper clippings		P	H
Orders	Library Materials, books	5	H
Organization	Structure and records	P	H
Subject	Description	Years	Action
Payroll	Garnishees	3	De
	Individual earnings records	P	H
	Journal	P	H
	Time sheets – Daily/Overtime	5	De
	EI records	5	De

Personnel files	Staff	P	H
	Member Librarians/NLLS Board	P	H
Photos	General	P	H
Policies	After superseded beginning 1998	10	De
Project applications		7	De
Purchase orders	Paid	5	De
Receipts	Books	7	De
Reports	Management (monthly)	2	De
Requisitions	Paid	7	De
Special events files (non historic)		7	De
Summer Reading Program	Posters framed	P	H
	Material (samples)	P	H
	Files	5	De
Supplies	Invoices	7	H
Termination	Employees	P	H
Tenders	Files	7	De
Training and development reports		P	De
Trial balances	Year end	7	De
Utilities	Location of	P	H

# STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **POLICY MAKING** | Sec 2, 1N

Reviewed: 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

## SECTION 2 – 1.N

### POLICY MAKING

1. The Board is responsible for the policies adopted by Northern Lights Library System.
2. The Board believes that policies provide parameters for the action of the Board, its committees, staff, and member libraries. The Board expects Northern Lights Library System’s people to know the policies related to their duties.
3. Northern Lights Library System Board exercises responsible governance by establishing policies as per The Library Regulation, which forms a framework within which the Northern Lights Library System Board and staff will carry out their duties.
4. The Northern Lights Library System Board with assistance from administration, regularly reviews existing policies to ensure that they are up to date, in keeping with the government legislation and regulations, and reflecting evolving needs of the System.
  - a) All policies are reviewed annually.
  - b) The most current Plan of Service shall supply content guidance.
  - c) A list of policies, together with prescribed reviewed dates of each policy, shall be maintained for the Board for their review.
  - d) Policies requiring revision shall be presented to the Executive Committee for review before proceeding to a vote of the Board.
  - e) Policy review dates will be expressly recorded on the policy, tracked, and acknowledged through signature by the Board Chair.
5. Policies shall be:
  - a) Proposed by any stakeholder in the operation and management of Northern Lights Library System to the Executive Committee via the Board Policy Review Committee.
  - b) Monitored by the Executive Director and Executive Committee.
  - c) Approved by the Board as a whole.

### Policy Development

1. Policies will be developed and reviewed by the Board Policy Review committee with assistance from NLLS staff and administration throughout the calendar year.
2. The Executive Director will maintain a schedule for annual review of all policies, and bring forward new and updated policies to the Policy Review Committee.
3. The Board Policy Review Committee will:
  - a) track all policies and faithfully record review dates.
  - b) draft, revise, or update policies as requested by the Executive Committee.
  - c) review all policies annually and regularly bring policies forward to the Executive Committee for review or revision when required.
  - d) forward electronically all policies and policy revisions to the Executive Director to distribute to all staff for their feedback a minimum of five (5) business days before presentation to the Executive Committee.
  - e) consider all feedback and policies submitted by staff, or interested stakeholders, and act in the best interest of Northern Lights Library System.
4. The Executive Committee will:
  - a) consider all policies submitted by the Board Policy Review Committee, and act in the best interest of Northern Lights Library System.
  - b) forward electronically all policies they approve for adoption or revision to the entire Board and NLLS staff 21 days before a vote is taken.

5. The Board will:
  - a) Individually review all new or revised policies in advance of any vote.
  - b) Provide feedback, concerns, or questions regarding proposed policies to the Executive Committee and/or Policy Review Committee Chair at least 48 hours prior to the meeting scheduled for vote.
6. When presenting the Board new or revised policies for a vote:
  - a) they will be presented as a package (an omnibus motion).
  - b) motions to remove one (1) or more policies from the policy package (omnibus motion) for a separate vote will be entertained.
  - c) amendments of policies will not be entertained at the General Board meetings.
  - d) defeated policies will be sent back to the Policy Review Committee for further review.

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**NLLS Executive Board Chair**

March 4, 2022

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**Date of Approval**



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **ELECTION OF EXECUTIVE COMMITTEE** | Sec 2, 10

Reviewed: 2021/11/06 | Revised: 2021/11/27 | **Effective: 2018/05/18**

## SECTION 2 – 1.0

### ELECTION OF EXECUTIVE COMMITTEE

1. The election of the Executive Committee will be held at the Annual Organizational Meeting and as needed throughout the year.
  - a. The Executive Committee will consist of 10 seats.
  - b. The Board Chair, who is elected by the general membership, accounts for one seat on the committee. The Chair does not represent a specific zone. This is a two-year term.
  - c. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee to a maximum of three (3) seats as per the system agreement; where there are more than 3 municipalities with a population greater than 15,000 the three (3) seats will be filled by the eligible representatives as voted by the General Board.
  - d. Each zone of the system to have a seat on the Executive Committee.
    - i. Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
    - ii. Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills
    - iii. Zone 3 = Sturgeon County/Lamont County/Beaver County
    - iv. Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River
  - e. Zone 1 & 3 are elected on odd years for a two-year term
  - f. Zone 2 & 4 are elected on even years for a two-year term
  - g. The summer villages (i.e. Bondiss, Sunset Beach, Island Lake, Island Lake South, Mewatha Beach, West Baptiste, Whispering Hills, and Pelican Narrows) have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
  - h. Indigenous communities that are members of NLLS have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
  - i. Where there are no representatives willing to serve from members with automatic seats the seat will be opened to a vote for a member-at-large position.
  - j. Any remaining seats will be elected from the General Board Membership for a two-year term, members-at-large.
2. At the meeting prior to the Annual Organizational Meeting, members interested in running for Board Chair or Zone representation can submit their name and information to NLLS administration. NLLS will distribute this information via email to all member municipalities along with publication on the website.
3. At the Annual Organizational Meeting (or election meeting) self-nominations from the floor will be accepted.
4. If the member is unable to attend the Annual Organizational Meeting, they are responsible to provide their information to NLLS administration. This information will be read on your behalf prior to the election.
5. Each nominee will have three (3) mins to speak and describe themselves and their desire to stand. A question-and-answer session will follow to the panel of candidates.
6. A Board member may represent more than one (1) municipality; however, each representative has one (1) vote.
7. If the municipality has not paid the yearly levy, the representative will not be eligible to be nominated, run for, or hold any Executive or Committee position(s), and will not be reimbursed for mileage or meeting remuneration from notification of arrears until their municipality is considered in good standing.
8. In the event of a municipal election year, any person elected to the Executive Committee will hold that position for two (2) years plus or minus the difference between the next staggered zone election.

9. In the event of a municipal election year, and there is a full turnover of NLLS Board members, a letter will be sent to the municipality of the Board Chair requesting their continuance until the next Annual General Meeting where a new Board Chair is elected.

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**NLLS Executive Board Chair**

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November 27, 2021

**Date of Approval**

# STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Code of Ethics | Page(s): 1

Subject: **COMMUNICATION PROTOCOL – NLLS BOARD** | Sec 2, 1P

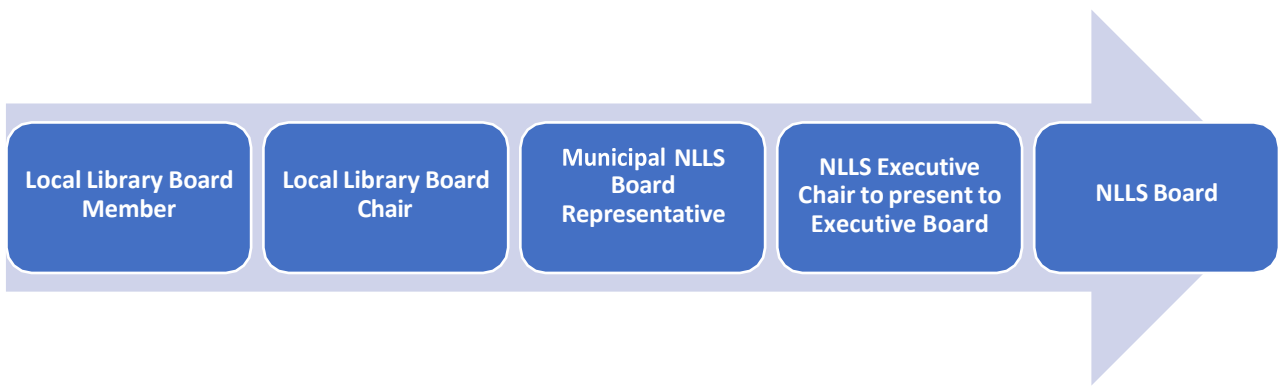
Reviewed: 2018/09/08 | Revised: 2018/09/08 | **Effective: 2018/09/08**

## SECTION 2 – 1.P

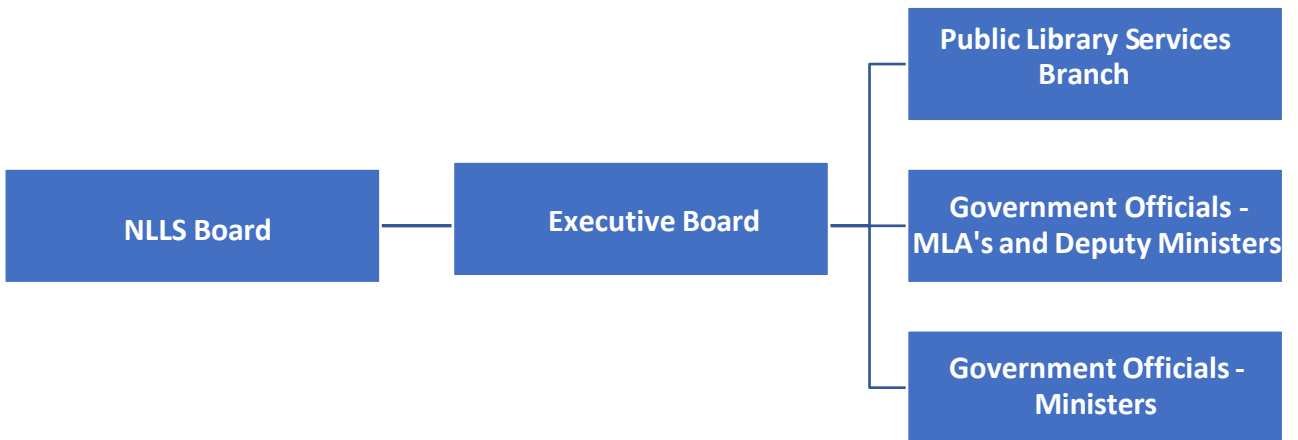
### COMMUNICATION PROTOCOL – NLLS BOARD

1. Communication channel flow
2. All communications must follow this flow chart, any deviation of this process will be re- routed back through proper channels.

General Communication Process



Advocacy Communication Process



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NLLS Executive Board Chair

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September 8, 2018

Date of Approval

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ROLE of BOARD TREASURER** | Sec 2, 1R

Reviewed: NEW | Revised: NEW | **Effective: 2021/05/29**

### SECTION 2 – 1.R

#### ROLE of BOARD TREASURER

1. The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.
2. The Treasurer:
  - a) Is elected by and from within the Executive Committee
  - b) Represents the interests of the Board in discussions and development of the system budget with administration
  - c) Presents motions to the board pursuant to the budget, whereas the Executive Director communicates about and reports on the financial matters of the system to the Board and other stakeholders
  - d) Reviews the budget to ensure it reflects the strategic priorities identified by the Board
  - e) Does not have authority to advise administration beyond policies created by the Board
  - f) The Board Chair or Vice Chair, in the event of the absence or disability of the Treasurer, will assume and perform the duties and function of the Treasurer
  - g) Does not have signing authority
  - h) It is expected that the Treasurer will meet (in-person or virtually) 5-8 times per year with administration

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**NLLS Executive Board Chair**

May 29, 2021

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**Date of Approval**

# STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ENVIRONMENTAL** | Sec 2, 1S

Reviewed: NEW | Revised: NEW | **Effective: 2022/03/04**

## SECTION 2 – 1.S

### ENVIRONMENTAL

#### Purpose

1. Northern Lights Library System (NLLS) is committed to protecting the environment to share the beauty of the natural world with our communities both now, and for generations to come. This Environmental Policy is intended to be a working document, as NLLS will continually strive to improve, as industry practices and technologies advance.

#### Legislation and Certification

2. NLLS is committed to complying with pertinent environmental legislation and regulations and will strive to follow industry best practices.

#### Environmental Committee

3. NLLS will form a staff Environmental Committee (EC), which will be responsible for creating a sustainability plan and reviewing the said plan periodically to track progress and adapt it to changing circumstances.
4. The EC may take on other projects as directed by administration or the Board.
5. The EC will be composed of at least four (4) members.
6. Members shall be chosen by the Director annually on the first Monday of December.
7. The EC shall meet a minimum of four times annually.
8. NLLS employees, not on the EC, shall be welcome to provide feedback and suggestions.
9. The EC shall be encouraged to work with other NLLS groups to increase employee participation.

#### Sustainability Plan

10. The EC shall create a 3-year sustainability plan to be approved by the Executive Director.
11. The EC shall, at a minimum, review the Environmental Policy and the Sustainability Plan annually.
12. Any changes made to the Environmental Sustainability Plan will be communicated to employees by email, and by posting the plan to a known shared folder or site for future reference.

#### Sustainable Procedures

13. The EC shall create, and the Director approve/implement daily sustainability procedures based on current NLLS resources and communicate them to the staff.

#### Replacement, Repairs and Upgrades

14. When purchasing replacement vehicles, NLLS shall consider alternative energy options.
15. When replacing equipment, NLLS shall consider high efficiency and eco-friendly options.
16. When planning for repairs and upgrades to the building, NLLS shall consider whether a change could be made to improve efficiency, reduce waste, or lower emissions.

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NLLS Executive Board Chair

March 4, 2022

