

## Thank you very much for your interest in the Library.

This package has been prepared to assist people in their decision to apply for a position as a Library Board Trustee. We hope this information gives you a good sense of the governance of the Library and the roles and responsibilities of its Board of Trustees.

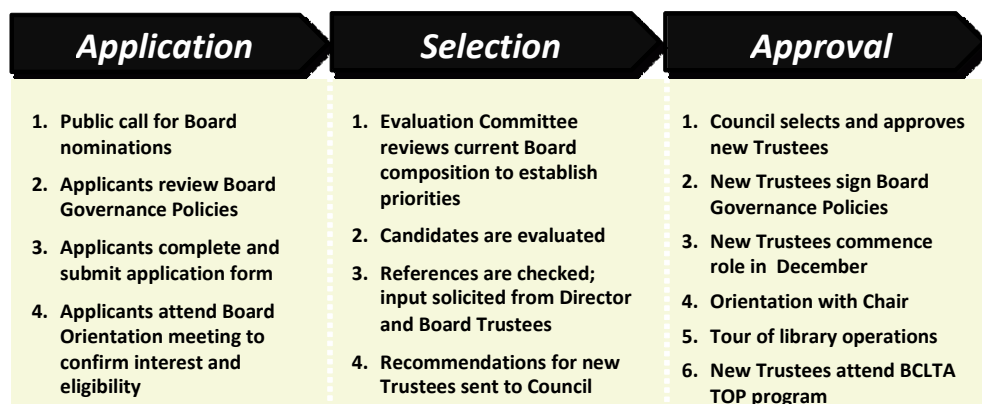
Please go to our website ([www.westvanLibrary.ca](http://www.westvanLibrary.ca)) to see our strategic plan and annual reports.

In this package, you will find:

- ▶▶ Library Board Application Form
  - The information you provide to the West Vancouver Memorial Library will be used only by authorized staff, Library Board members and members of Council in considering your application. Your resume will be kept on file for one year from the date appointments are made or for the term of your appointment, whichever is applicable.
- ▶▶ Library Board Governance Policies: Code of Conduct and Conflict of Interest
  - It is important that you read these policies before completing the application as you will be asked to sign your agreement with the policies if appointed as a Trustee.
- ▶▶ Trustee Roles and Responsibilities
- ▶▶ Governance of West Vancouver Memorial Library

Library Board Trustees are appointed by Council based on the recommendation of the Library Board. The Library Board evaluates Board composition and seeks a balance of professional experience in fields such as law, accounting, education, government or not-for-profit organisations. The Library Board also seeks to reflect the diversity of the community.

If you choose to apply for a position on the Board, you will be invited to attend an Orientation Meeting so we can answer your questions regarding the Library and the Board. The remaining steps of selecting and approving new Board Trustees are outlined below.



# Governance of WV Memorial Library

## LIBRARY ACT

The role of a Library Board is established by the provincial government. The Library Act specifies the role, rights and responsibilities of the Board. The Library Act identifies who is eligible for appointment as a Trustee, how appointments are made, and length of Trustee appointments. It also outlines the manner in which Board Chairs and Vice Chairs are selected. The Library Act describes how often Boards must meet, and the budgeting and finance considerations they must address.

All West Vancouver Memorial Library Board Trustees are provided with a manual which includes the Library Act of BC, which details information on the governance of libraries. The Library Act should be a Trustee's primary reference on governance.

For a copy of the Library Act, please see [http://www.bced.gov.bc.ca/legislation/Library\\_act/Library\\_act.pdf](http://www.bced.gov.bc.ca/legislation/Library_act/Library_act.pdf)

## BOARD STRUCTURE

Under the Library Act, there are three types of Library Boards: municipal, regional and association. The West Vancouver Memorial Library is a municipal Library. A municipal Library is managed by a Board that is appointed by Council. The Board must consist of an uneven number of members (no fewer than 5 or more than 13). A Trustee's term of office is two years to a maximum of 8 consecutive years. The Council representative is appointed to a one-year term.

The West Vancouver Memorial Library Board typically consists of 11 voting members, including one representative from Council. The other members are West Vancouver residents or electors who are neither members of Council nor direct employees of the Library or the municipality. The Board elects a Chair and Vice Chair at the November meeting each year. Please see our website ([www.westvanLibrary.ca](http://www.westvanLibrary.ca)) for information on our current Board members.

## BOARD DUTIES

Library Board Trustees:

1. Set the strategic direction for the Library and monitor progress of the Library's strategic priorities
2. Determine policy, specifically the rules for managing the provision of public Library services and for regulating the use of facilities and programs by the public
3. Appoint a Director and review their performance
4. Review and approve the annual operating & capital budgets, and monitor revenue and expenditures
5. Enter into collective agreements with employees

Library Board Trustees also serve as members of the West Vancouver Memorial Library Foundation. Please also see *[Trustee Roles and Responsibilities](#)* for the specific responsibilities of a Library Board Trustee at the West Vancouver Memorial Library.

## BOARD SCHEDULE

The West Vancouver Memorial Library Board meets monthly in the evening of the third Wednesday of each month except

March and August. These meetings are open to public. There is a provision for additional meetings or in camera sessions as required. Board meetings typically last three hours. Please see our website ([www.westvanLibrary.ca](http://www.westvanLibrary.ca)) for the Board meeting schedule.

## Trustee Roles and Responsibilities

The Library Board is responsible for establishing policies that guide the effective operation of the Library, for hiring the Director, for entering into a collective agreement with employees; and has overall fiscal responsibility for the Library. The Board sets the strategic direction for the Library, and monitors progress of the Library's strategic priorities.

### WV Memorial Library Board Trustees must commit to these responsibilities:

#### GOVERNANCE, OVERSIGHT & PLANNING

- ▶▶ Provide leadership in Board and community affairs
- ▶▶ Understand the Library Act of BC, which governs the establishment and operations of libraries within the province, and defines the role and status of the Library Board
- ▶▶ Understand, enforce and, when necessary, update the Board policies of the WVML
- ▶▶ Guide strategic planning for the Library and goal-setting for the Director
- ▶▶ Exercise legal responsibilities as a Board member
- ▶▶ Evaluate performance of the Board and Director
- ▶▶ Seek opportunities for continuous improvement of Board knowledge and effectiveness
- ▶▶ Hold fellow Board members and the Director accountable to commitments
- ▶▶ Comply with Library Board governance policies
- ▶▶ Observe parliamentary procedures in Board meetings. Board meetings are conducted using Roberts' Rules of Order
  - When the Chair calls for a vote, abstentions are not called for, only the ayes and nays. If a Trustee believes they have a conflict of interest, the Trustee must abstain from voting and ensure their abstention is noted in the minutes. A Trustee may also abstain if they believe they have insufficient information for making an informed decision
- ▶▶ Act with integrity in all matters relating to the Library and community
- ▶▶ Exercise loyalty and confidentiality as a Board member and support decisions made by the Board

#### LEARNING & KNOWLEDGE

- ▶▶ Demonstrate the knowledge, experience or potential to effectively contribute to key areas of Board involvement, such as:
  - Governance and Policy
  - Strategic Planning
  - Finance
  - Facility and Technology Infrastructure
  - Advocacy
- ▶▶ Interest in Library services, programs, public computing and collections

- ▶▶ Maintain awareness of issues impacting literacy, public libraries in B.C., and the WV Memorial Library
- ▶▶ Participate in Board orientation and training including TOP (Trustee Orientation Program) provided by the BCLTA

### PERSONNEL

- ▶▶ Treat colleagues and Library staff with respect and thoughtfulness
- ▶▶ Participate objectively, transparently and fairly in performance reviews of the Director
- ▶▶ Seek and evaluate new candidates for Board Trustee positions, when required

### PARTICIPATION

- ▶▶ Prepare for Board meetings in advance
- ▶▶ For all Board meetings, Trustees should read and be prepared to discuss:
  - A Report by the Director on Library services, initiatives and activities
  - Financial and statistical reports
  - Committee and liaison reports
  - White papers or staff reports
- ▶▶ Attend regularly scheduled Board meetings
- ▶▶ Participate fully, question openly, deliberate thoughtfully
- ▶▶ Serve on standing committees and participate in ad hoc committees or task groups as required. Board members are expected to chair or participate in one or two committees to explore topics in detail.
  - There are four standing committees: Finance, Human Resources, Infrastructure and Engagement
  - There are two external assignments: InterLINK and Friends of the Library
  - Trustees may also be asked to participate in ad hoc committees or task groups that have been established by the Chair for a specific purpose. The term of appointment would end upon completion of the purpose or by direction of the Board. Examples include a Strategic Planning Committee or a Greening Committee
  - Trustees are members of the British Columbia Library Trustees Association (BCLTA) and may serve on the Board or ad hoc committees
- ▶▶ Support Library events, including fundraising, through active participation
- ▶▶ Participate in Board workshops

### ADVOCACY

- ▶▶ Secure financial resources to realize the WV Memorial Library's mission and strategic initiatives plan through building relationships with Council, stakeholders and the community
- ▶▶ Attend Council meetings in support of the Library's agenda
- ▶▶ Advocate for the Library in appropriate public and private contexts

Please recognize that the fulfillment of these responsibilities form the primary criteria for Board Trustee-reviews and for re-nomination to the Library Board. In addition, if a Board Trustee is absent for more than three consecutive meetings, without written approval from the Chair, Council may terminate their position on the Board upon receipt of a report from the Library Board Chair.



## LIBRARY BOARD APPLICATION FORM

Two Boards are instrumental to the success of the Library. The Library Board of Trustees is responsible for setting policy and is appointed by West Vancouver District Council. The Foundation Board of Directors is responsible for raising, investing and administering monies for the betterment of the Library and is appointed by the Library Board.

This application form is for the WV Memorial Library Board of Trustees only. Please see our website ([www.westvanLibrary.ca](http://www.westvanLibrary.ca)) for the application form for the WV Memorial Library Foundation Board of Directors.

To make an application, please complete this form and attach your resume.

Last Name: \_\_\_\_\_ Mr.  Mrs.

First Name: \_\_\_\_\_ Ms.  Miss

\_\_\_\_\_ *West Vancouver, BC* \_\_\_\_\_  
Address (Street/Apt No.) City/Province Postal Code

Contact Numbers: \_\_\_\_\_  
Home Office Mobile

E-Mail Address \_\_\_\_\_

Please provide two personal references who can speak to the knowledge, experience or potential you could bring to the Library Board.

Reference Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please explain why you wish to serve on the West Vancouver Memorial Library Board (*attach document if needed*)

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Please send your completed application form and resume to:

**Legislative Services**  
District of West Vancouver  
750 - 17th Street  
West Vancouver, BC V7V 3T3

- OR -

**Administration Office**  
West Vancouver Memorial Library  
1950 Marine Drive  
West Vancouver, BC V7V 1J8



## LIBRARY BOARD GOVERNANCE POLICIES

# Conflict of Interest Policy

This policy shall be given to all Library Board members and key stakeholders upon commencement of the person's relationship with the West Vancouver Memorial Library, or upon the official adoption of the policy or policy changes. Each Board member or key stakeholder shall acknowledge their understanding of the policy by signing and dating the policy at the beginning of their term of service. Failure to sign does not nullify the policy.

### PURPOSE

The Conflict of Interest policy has three purposes:

1. Prevent the misuse or perception of misuse of knowledge or information garnered through an individual's relationship with the West Vancouver Memorial Library for personal, familial or professional gain or benefit
2. Ensure no individual receives or is perceived to have received personal, familial, financial, professional, or political gain at the expense of the West Vancouver Memorial Library, its patrons, supporters and stakeholders
3. Prevent the interference or perception of interference of the personal, familial or professional interests of Board members or key stakeholders with the performance of their duties on behalf of the West Vancouver Memorial Library

### DEFINITIONS

<b><i>Conflict of Interest, or Conflict</i></b>	A situation which involves potential or real competing interests
<b><i>Interest</i></b>	A direct or indirect financial or material benefit to a person, the person's immediate family, business, or organization
<b><i>Board</i></b>	The Library Board of Trustees
<b><i>Board Member</i></b>	A member of the Library Board of Trustees (Trustee)
<b><i>Key Stakeholder</i></b>	An individual who provides regular or ad hoc advice or services to the Library that could result in the establishment of a contract or a business agreement
<b><i>Family</i></b>	Members of a family are individuals who are related by blood, marriage, legal agreement or domestic partnership. Immediate family members are spouses, parents, siblings, children and grandchildren

### CONFLICT OF INTEREST POLICY

## CONFLICT OF INTEREST POLICY

1. A Board member cannot be an employee of the West Vancouver Memorial Library or District of West Vancouver. Members of the Council are not considered employees of the District for the purpose of this section.
2. A Board member's immediate family cannot be an employee of the West Vancouver Memorial Library.
3. Board members are responsible for understanding and identifying potential situations in which a conflict of interest might arise.
4. Board members shall not participate in any discussion, debate or negotiation in which the subject of discussion is a contract, transaction or situation in which there may be a perceived or actual conflict of interest. However, they can be present in such a discussion or debate to clarify information, unless an objection is made by any other Board member. Members of Council are exempt from this section.
5. Board members approving spending decisions on behalf of the West Vancouver Memorial Library (e.g. purchasing agreements, service contracts) have a duty to disclose any potential or actual conflicts of interest upon their identification. They must abstain from decision-making immediately.
6. Full disclosure of a potential or actual conflict of interest shall be made, in writing, to the Board of Trustees in these situations:
  - a. A Board member is related to another Board or staff member by blood, marriage, adoption or domestic partnership
  - b. A Board member, a Board member's family, or their business or organization accrues a direct or indirect pecuniary or material benefit from:
    - A Board decision, or the outcome of a Board decision
    - A contract or business arrangement established by the West Vancouver Memorial Library, the Library Board of Trustees or the Foundation Board of Directors
  - c. A Board member's organization receives grant funding from the West Vancouver Memorial Library
  - d. A Board member is a member of the governing body of a contributor to the West Vancouver Memorial Library
    - The Board acknowledges the dual role of the Council Representative as a Library Board Trustee and a member of Council.
7. Any 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.

## CONFLICT OF INTEREST BREACH RESOLUTION

- ▶▶ The Library Board Chair and Vice Chair will evaluate the potential or actual conflict of interest.
- ▶▶ If it is determined that a conflict exists or could exist, the Chair and Vice Chair will take all actions deemed necessary to address the conflict and protect the West Vancouver Memorial Library's best interests, up to and including recommending the dismissal of a Board member.
- ▶▶ Proposed recommendations will be subject to a vote by the Library Board of Trustees. Resolutions shall be passed by majority vote without the vote of any interested officers, even if the disinterested officers do not comprise a quorum. There must be at least one disinterested officer for the vote to be held.

The Board reserves the right to amend this policy as appropriate from time to time. Notice of such changes will be provided to Board members.

By signing below, I agreed to abide by the Library Board Conflict of Interest Policy established by the West Vancouver Memorial Library.

Signature

Printed Name

Date



## LIBRARY BOARD GOVERNANCE POLICIES

# Code of Conduct Policy

This policy shall be given to all Board members upon commencement of the person's relationship with the West Vancouver Memorial Library, or upon the official adoption of the policy or policy changes. Each Board member shall acknowledge their understanding of the policy by signing and dating the policy at the beginning of their term of service. Failure to sign does not nullify the policy.

### PURPOSE

The Code of Conduct policy has two purposes:

4. To preserve, maintain and enhance the confidence of the public in the manner in which the role of Library Board governance is discharged. All persons who are involved in the governance of a public service must consistently meet the highest standard of ethical behavior.
5. To ensure that confidential and private information is not disclosed during or after a Board member's service to the Library.

### DEFINITIONS

Misconduct	An activity which includes dishonesty, theft, fraud, assault or willful destruction of District or Library property
Board	The Library Board of Trustees
Member	A member of the Library Board of Trustees (Trustee)

### CODE OF CONDUCT POLICY

1. Except as required by law, or as expressly required in the performance of a specific responsibility, Board members shall not divulge or disclose any confidential or private information which the Board member receives or becomes aware of during the course of service. This confidentiality requirement survives the term of service with the Library. Board members who are no longer providing service to the Library are prohibited from divulging or disclosing any confidential or private information which the Board member received or became aware of in the course of service. Board members must be aware of and adhere to the Freedom of Information and Protection of Privacy Act as it relates to the release or acquisition of information in the performance of their duties.
2. Municipal property, including vehicles, equipment and material and municipal information, whether electronic or other, shall be used in the performance of Board duties and shall not be used for illegal purposes, personal benefit (including commercial endeavour), or unauthorized non-Municipal use.



## CODE OF CONDUCT POLICY

3. Board members making public statements on personal issues which impact them as residents of West Vancouver must not identify themselves as members of the Library Board.
4. If a situation warrants a statement from the Library Board, it is the responsibility of the Library Chair or their designate. All other public statements should be directed to the Library Director or Council, as applicable. Board members must not make public or media statements regarding the Library, with the exception of the Council representative who may make public or media statements regarding the Library, but not on behalf of the Library Board.
5. Board members must conduct themselves in an honest manner. A Board member engaging in acts of dishonesty, or who commits theft or fraud, assault, or willful destruction of District or Library property will be subject to disciplinary action up to and including termination and prosecution.
6. Any 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. In addition, Board members must take personal responsibility for upholding the District of West Vancouver's Harassment and Respectful Workplace Policy.

## CODE OF CONDUCT BREACH RESOLUTION

- ▶▶ The Library Board Chair and/or Vice Chair will evaluate the potential or actual misconduct, in consultation with District advisors if necessary.
- ▶▶ If it is determined that misconduct occurred, the Chair or Vice Chair will take all actions deemed necessary to address the misconduct and protect the West Vancouver Memorial Library's best interests, up to and including the dismissal of Board members or the perusal of available legal remedies.

The Board reserves the right to amend this policy as appropriate from time to time. Notice of such changes will be provided to Board members.

By signing below, I agreed to abide by the Library Board Code of Conduct Policy established by the West Vancouver Memorial Library.

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Signature

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Printed Name

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Date