

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

LIBRARY BOARD

POLICIES AND PROCEDURES

©2007 MD of Mackenzie No. 23 Library Board

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

1.0	Trustees	2
2.0	Library Services	10
3.0	Library Materials	12
4.0	Library Facilities	15
5.0	Personnel	18
6.0	Patrons and Community Relations	25
7.0	Purchasing	27
8.0	Communications	28
9.0	Funding Capital Projects	29

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

Trustees

1.1 Mission Statement

The mission of the Municipal District of Mackenzie No 23 Library Board (MDMLB) is to provide quality materials and services, which fulfill the education, information, culture, and recreation needs of the communities it serves, in an atmosphere that is welcoming, respectful, and businesslike.

1.2 Goal Statements

The general goals of the MDMLB Library shall be:

1.2.1 To serve all residents of the communities of Zama, La Crete, Fort Vermilion, High Level rural and their surrounding areas.

1.2.2 To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to (a) become well informed, (b) cultivate the imagination and creative expression, (c) develop skills for education, and (d) enjoy leisure by means of reading and other media services.

1.2.3 To acquire the means to provide the most frequently requested material locally and upon demand.

1.2.4 To maintain services that locate information, guide reading, organize and interpret material for people of various backgrounds, and stimulate thinking and intellectual development in individuals of any age.

1.2.5 To strive consistently to discover new ways and improvements for better service to library patrons.

1.2.6 To review regularly these goals of the MDMLB and, if necessary, revise them.

1.3 Duties and Responsibilities of the Library Board

1.3.1 The MDMLB of Trustees (hereinafter called the Board) shall be authorized to exercise any and all duties, powers, and responsibilities permitted by the *Alberta Libraries Act*.

1.3.2 Individual Board members are responsible for being aware of the *Libraries Act* and their duties as Board members.

1.3.3 All matters of policy, governance, and finance shall be conducted under the direction and control of the Board, which, to the extent permitted by law, may delegate to duly established committees of the Board.

1.3.4 Board powers and duties shall include, but shall not be limited to:

1.3.4.1 Determining and adopting written policies to govern the operation and programs of the community libraries including

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

personnel policies, financial policies and policies governing the use of the library buildings and the selection and use of library materials, supplies, and equipment.

1.3.4.2 Assisting in the preparation of and seeking adequate financial support for annual operation.

1.3.4.3 Reporting to and cooperating with governments, boards, and the region and community as a whole to support public awareness and relations.

1.3.4.4 Developing long-range plans for the Board programs and working toward their achievement.

1.4 Authority

1.4.1 Powers of the Board exist in its action as a corporate body, therefore members of the Board, collectively exercise full authority over all aspects of library operation. Individual Board members exercise their authority over library affairs only through their vote to take action at a legal meeting of the Board.

1.4.2 Management Rights

It is the exclusive right of the Board to operate and manage the business of the community library in all respects, unless otherwise provided by the library policies. The Board reserves all rights to:

- a) Maintain order, discipline, and efficiency;
- b) Develop rules as needed to be observed by employees;
- c) Determine whether a position should continue or is deemed redundant;
- d) Hire, promote, transfer, lay off, recall, demote, discipline, suspend, or discharge employees;
- e) Appointing another member of staff to assume duties of the Librarian in the absence of the Librarian.

1.4.2.1 The Board reserves the right to delegate the management of community library affairs to the Community Library Committees, which are required to adhere to and respect MDMLB policies.

1.5 Honoraria and Expenses

1.5.1 Board members will adhere to the policies and procedures for honoraria and expenses as established by the Municipal District of Mackenzie No. 23 Council regarding Committees.

1.5.1.1 See *Appendix A*

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 1.5.2 Board members who incur out of pocket expenses while conducting Board business may be entitled, with prior Board approval, to reimbursement of all, or part of, expenses, upon submission of receipts to the Board (i.e. lodging, travel, meals, child care, etc.)
- 1.6 Liability
 - 1.6.1 Alberta Interpretations Act, Chapter 1-7, Section 16; Board members are exempt from personal liability when conducting Board business, provided that their acts are not illegal.
- 1.7 Removal from Office
 - 1.7.1 As per the Alberta Libraries Act, Part 5, Sec. 35, (1) and (2):
 - 1.7.1.1 A person is disqualified from remaining on the Board if he fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for three consecutive regular meetings.
 - 1.7.1.2 If a member of the Board is disqualified from remaining a member under subsection (1), he/she is deemed to resign his seat.
 - 1.7.2 As a Municipal Board, the Board recognizes that the Municipal District of Mackenzie No. 23 Council's power to appoint members to the Board carries with it the power to remove members from office.
- 1.8 Terms and Vacancies
 - 1.8.1 The term of a Board member shall normally extend for a period of three years. An exception to this occurs when a member is appointed by Council to complete the term of a member who leaves the Board before their term expires.
 - 1.8.1.1 The term of membership continues until a member is appointed to replace that person.
 - 1.8.2 Procedure for Dealing with a Board Vacancy
 - 1.8.2.1 Vacancy is reported to the community library, which is encouraged to recruit interested and qualified members from their library committee, or
 - 1.8.2.2 Vacancy is advertised in local media with application closing date;
 - 1.8.2.3 The Board selects and makes recommendations to the Municipal District of Mackenzie No. 23 Council for their appointment;

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 1.8.2.4 The Municipal District of Mackenzie No. 23 Council appoints new member(s) as per the Alberta Libraries Act, and sends a letter to the Board to inform them of the appointment;
- 1.8.2.5 The Board ensures that appointees are informed in writing of the Council's decision and are informed of the next regular Library Board Meeting date, time and location;
- 1.8.2.6 The new Board member(s) assumes their duties at the next regular Library Board meeting.

1.9 New Board Member Orientation

- 1.9.1 New Board members will be given a policy binder, which includes the following items: The Alberta Libraries Act, MDMLB Policies and Procedures, Alberta Library Trustees Handbook, and current plan of service for each community library.

1.10 Officers

- 1.10.1 Officers of the Board shall consist of a Chairperson, a Secretary, a Treasurer, and such other officers as the Board may from time to time elect or appoint.

1.10.2 Duties of the Chairperson

- 1.10.2.1 Presides at meetings of the Board: leads discussions, puts motions and amendments to vote, and declares results.
- 1.10.2.2 Ensures that proper agendas, minutes, and records are prepared and kept.
- 1.10.2.3 Acts as official spokesperson for the Board and is responsible for representing and interpreting its policies to public and governing bodies.
- 1.10.2.4 Serves as *ex officio* member of all Board committees.
- 1.10.2.5 Ensures that all necessary documents and reports are filed with appropriate authorities and agencies, especially those required under the Alberta Libraries Act.

1.10.3 Duties of Secretary

- 1.10.3.1 Prepares and reserves agendas, minutes, and records of all Board meetings.
- 1.10.3.2 Directs and maintains correspondence.
- 1.10.3.3 Maintains Board Policies and Procedures binder.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

1.10.4 Duties of Treasurer

- 1.10.4.1 Ensures that proper financial statements and reports are prepared for the Board.
- 1.10.4.2 Supervises expenditures, including cheque signing.
- 1.10.4.3 Serves in liaison capacity with authorities and/or agencies responsible for MDMLB funding and budget approvals.
- 1.10.4.4 Advises the Board on the audit of the Board's financial statements.

1.11 Meetings

1.11.1 Annual Meeting.

- 1.11.1.1 The Board shall hold an annual organization meeting for the election of officers and for such other business as may come before the meeting.
- 1.11.1.2 The Secretary to the Board shall conduct election of officers according to accepted parliamentary procedure.

1.11.2 Regular Meeting.

- 1.11.2.1 Regular meetings shall be held monthly, time and location to be determined by the Board.

1.11.3 Special Meeting

- 1.11.3.1 Special meetings may be held at any time at the call of the Chairperson, with consent of a 2/3 majority of the Board, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member at least two days in advance of the meeting

- 1.11.4 A quorum at any meeting shall consist of four (4) members, of which one must be the Chairperson.

1.11.5 Meeting Procedures

- 1.11.5.1 The Chairperson in cooperation with the Secretary shall prepare an agenda for the Board meetings.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 1.11.5.2 The Agenda format shall include: the adoption of minutes, business arising from minutes, correspondence and information, reports, and new business.
- 1.11.5.3 *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the Board.
- 1.11.6 All regular meetings of the Board are open to the public.
- 1.12 Adoption of Policies and Bylaws
 - 1.12.1 A member, in the form of a motion, must present policy proposals to the Board. If the motion is carried, then the proposal becomes policy.
 - 1.12.1.1 Policies may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting
 - 1.12.2 A member, in the form of a motion, must present bylaw proposals to the Board.
 - 1.12.2.1 Three readings are required for passage of a bylaw.
 - 1.12.2.2 All three readings may occur at the same meeting, but unanimous consent is required to proceed to the third and final reading.
 - 1.12.2.3 After final reading, the bylaw is passed and forwarded to the Municipal District of Mackenzie No. 23 for acceptance.
 - 1.12.3 The Board believes that developing policies provides effective parameters and guidelines for action for its members, Committees, and staff. The Board expects these people to know the policies related to their duties. The Board will seek the input of local library Committees, who consult with their head librarians, on board policies. In fulfilling its responsibility for policy-making, the Board will:
 - 1.12.3.1 Define the functions of the Board, and approve framework, Board self-governance, operational and advocacy policies.
 - 1.12.3.2 Make sure that policies comply with relevant legislation or regulations, with the Board's bylaws, and with existing board policies and agreements, before approving new policy.
 - 1.12.3.3 Work from the broadest, most general statement of policy when setting operational policy. The Board develops more specific policies until it is satisfied that it has reached the necessary level of control.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

1.12.3.4 Make sure that the policies approved by the Board are available to Board members, committees and staff.

1.12.3.5 Regularly monitor and review its policies and make necessary changes.

1.12.3.6 Confirm that the librarian's are responsible for implementing Board policy, under the supervision of the Committees, with the exception of policies governing Board process. This area is the responsibility of the chairperson of the Board.

1.12.3.7 Confirm that the librarian's identify and recommend areas for policy development to the Committee. The librarian has the responsibility and authority to provide direction in areas not covered by policy, until given direction by the Board.

1.12.3.8 The Committee's recommend policies to the Board regarding operation of the library on matters such as:

- Hours of operation
- Librarian job description
- Materials acquisition
- Programming
- Finance
- Personnel

The policies of the Committees shall not contradict those of the Board.

2.0 Library Services

2.1 Library Use

2.1.1 The Library serves all residents of the community and surrounding area. Service shall not be denied or abridged because of status, condition, or orientation.

2.1.2 The use of the Library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, damage to library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

2.2 The Library strives to:

2.2.1 Select, organize, and make available necessary books and materials;

2.2.2 Provide guidance and assistance to patrons;

2.2.3 Develop programs, exhibits, displays, book collections, etc;

2.2.4 Cooperate with other community agencies and organizations.

2.2.5 Share information and resources with other libraries and public agencies;

2.2.6 Develop and provide services to patrons with special needs;

2.2.7 Maintain a balance of services to various age groups;

2.2.8 Provide services that best meet the needs of the community;

2.2.9 Regularly review library services being offered.

2.2.10 Use media and other public relations mechanisms to promote the full range of available library services.

2.3 Program Policy

2.3.1 A library's "program" is a planned event for the purpose of promoting library materials, facilities or services, and offering the community information, entertainment or cultural experiences.

2.3.2 Community Library programs may include but are not limited to story time, films and activities on after and/or no school days, summer reading,

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

guest speakers, planned events (workshops, festivals), book and/or author discussion groups, etc.

2.3.3 The Board, in consultation with the Community Library Committee, will establish a budget and objects to facilitate the effective delivery of programs.

2.4 Community Library Committee

2.4.1 Each community library shall form a committee to:

2.4.1.1 Serve as local advocate and advisor to the Board;

2.4.1.2 Provide representation to the Board; and

2.4.1.3 Make recommendations to the Board.

3.0 Library Materials

3.1 Selection

3.1.1 The purpose of the Municipal District of Mackenzie No.23 Library Board is to provide all individuals within the MD with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

3.1.2 Guidelines

3.1.2.1 Responsibility of Selection

3.1.2.1.1 Approval for acquisitions and responsibility for the collection rests with the librarian.

3.1.2.2 Criteria of Selection

3.1.2.2.1 Materials are selected based on the following criteria: (a) individual merit of each item, (b) cost, (b) popular appeal/demand, (d) suitability of subject and style for intended audience, (e) and relevance to community culture and interests, as well as time and place.

3.1.2.2.2 The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the criteria stated in this policy.

3.2 Gifts and Donations

3.2.1 The Municipal District of Mackenzie No. 23 Library Board encourages and appreciates gifts and donations.

3.2.2 The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the librarian can dispose of them as he/she sees fit.

3.2.3 The same format for criteria selection is applied to gifts.

3.2.4 Memorial gifts of books are also accepted with suitable bookplates placed in the book.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 3.2.5 It is desirable for gifts of or for specific titles to be offered after consultation with the librarian. The librarian will make book selection if no specific book is requested.
- 3.2.6 The library will provide an acknowledgment of receipt of the items if requested by the donor.
- 3.3 Acquisitions
 - 3.3.1 The Librarian will acquire and purchase books in consideration of selection criteria, patron demographics, budgets, and demand.
 - 3.3.2 The Librarian will maintain records of acquisitions and purchase, and supply reports and/or statements to the Board, if and when necessary.
- 3.4 Disposition of Library Materials
 - 3.4.1 Library items may be removed if they are: (a) exhausted, (b) duplicated, (c) outdated, or (c) non- circulating.
 - 3.4.2 With consideration to the state of the items, disposition remains at the discretion of the librarian.
- 3.5 Loans
 - 3.5.1 Loans, please refer to Bylaw – Schedule A
 - 3.5.2 Overdue Fines and Charges, please refer to Bylaw – Schedule B
- 3.6 Confidentiality
 - 3.6.1 The Municipal District of Mackenzie No. 23 Library Board and its staff are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and Alberta Libraries Act.
 - 3.6.1.1 Library board members, staff, and volunteers will hold all personal information on staff and patrons (including users of any other libraries) in confidence.
 - 3.6.1.2 The Library keeps no records of the frequency or content of visits by patrons.
 - 3.6.1.3 Staff and volunteers are discouraged from discussing the reading habits of patrons.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

3.7 Resource Sharing

3.7.1 The Library will participate with other libraries by sharing resources, materials and services.

3.7.2 All interlibrary loans are made in keeping with the Alberta Libraries Act and the guidelines of the Alberta Community Development, Libraries Branch.

3.7.3 The Library will provide interlibrary loans to its patrons and other libraries on request.

3.7.4 Some materials may not be loaned.

3.8 Language Materials

3.8.1 The Board recognizes the diverse cultures of the communities served and strives to provide access to languages other than English.

4.0 Library Facilities

4.1 Facility Use

- 4.1.1 The Board encourages public use of the Community Library. However, the Board will ensure that any group using library facilities will meet certain standards set by the Board.
- 4.1.2 Permission by the Board and/or the Library must be given prior to use by any club, group, organization, business, or private individual.
- 4.1.3 Permission to use library facilities does not in any way constitute an endorsement by the Board or Library staff of any group or organization's policies or beliefs.

4.2 Equipment Use

- 4.2.1 The Library shall provide access to computers. Instructions for operating hardware will be displayed near the public access area. There will be no charge for use of the computers, but in order to make service available to as many patrons as possible, a time limit may be imposed. Staff may be available to provide assistance. However, staff members are not expected to train patrons in the use of application programs.
- 4.2.2 The Library may permit the use of printers and photocopiers. However, a printing and/or paper charge may be levied.

4.3 Internet Use

- 4.3.1 The Library shall provide access to the Internet as a means for patrons to gather information and enhance learning. The Board has established the Internet use policy to ensure appropriate and effective use of this resource.
- 4.3.2 Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines.
- 4.3.3 Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign an Internet User Agreement.
- 4.3.4 Expectations

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 4.3.4.1 Users should be aware that the inappropriate use of electronic information resources can be a violation of provincial and federal laws and can lead to prosecution.
 - 4.3.4.2 The user will be held responsible for his/her actions using the Internet.
 - 4.3.4.3 Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.
- 4.3.5 Limitations
- 4.3.5.1 The Internet is a decentralized, un-moderated global network; the Board and the Library have no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.
 - 4.3.5.2 The Library cannot assure that data or files downloaded by users are virus-free. The Library encourages responsible use of its equipment or data, and caution when downloading data or files.
 - 4.3.5.3 The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- 4.3.6 Guidelines
- 4.3.6.1 Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
 - 4.3.6.2 Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service, which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
 - 4.3.6.3 The Library reserves the right to impose a time limit on Computer and/or Internet use.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 4.3.6.4 Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- 4.3.6.5 Users will respect the rights and privacy of others by not accessing private files.
- 4.3.6.6 Users agree not to incur any costs for the library through their use of the Internet service.
- 4.3.6.7 Users shall not create and/or distribute viruses over the Internet
- 4.3.6.8 Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

4.4 Displays and Exhibits

- 4.4.1 As educational and cultural institutions, libraries welcome exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The librarian shall accept or reject material offered for display based on its suitability and availability.
- 4.4.2 The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the exhibitor's risk.
- 4.4.3 Areas available to the public for displays and exhibits may include library walls, meeting facility space, or a general public *viewing* designated area. The exhibitor must sign a release before any item can be placed in the library.

5.0 Personnel

5.1 Definitions

- 5.1.1 “Employer” means the Board.
- 5.1.2 “Library” means the Community Library.
- 5.1.3 “Librarian” means person hired to manage the Library.
- 5.1.4 “Employee” means any person employed by the Board.
- 5.1.5 “Permanent” employees are those given permanent appointment after satisfactory completion of a probationary period.
- 5.1.6 “Casual” employees are those employed on an irregular basis for temporary replacement or, or supplement to, permanent employees.
- 5.1.7 “Contract” employees are those employed under such conditions and for such a period of time as specified in a formal contract signed by both the employer and employee.

5.2 Authority, responsibilities and purpose

- 5.2.1 *By authority of Libraries Regulation 11.3, Section 40 of "The Alberta Libraries Act"; a municipal library board shall establish policies with respect to the following:*
 - 5.2.1.1 Personnel, including job descriptions and performance appraisals for employees, qualifications for staff positions, working hours and conditions for employment.
 - 5.2.1.2 Orientation and continuing education of staff, including expenses for attendance at meetings, conferences, work shops and courses and for memberships in library associations.
- 5.2.2 Personnel policies are recommended by the Librarian and approved by the Board according to procedures prescribed by the regulations of The Alberta Libraries Act and the Policies of the Board.
- 5.2.3 The Librarian is responsible for the implementation of personnel policies.

5.3 Employment and Authority

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 5.3.1 All paid staff is/are considered to be employed by the Board.
 - 5.3.2 The Board reserves the right to delegate Employer responsibilities to the Community Library Committees, which are required to adhere to and respect Board policies
 - 5.3.3 In all employment practices, the Board subscribes to the provisions of the current Alberta Employment Standards Code and the Individual Rights Protection Act.
 - 5.3.4 It is the aspiration of the Board to: (a) make clear the duties and responsibilities of each employee, (b) compensate each employee in accordance with his or her duties and responsibilities, and (c) set standards of employee practices that support library service.
- 5.4 Employee Duties and Job Descriptions
- 5.4.1 The Employer in consultation with the Librarian shall develop job duties and responsibilities for each library position.
 - 5.4.1.1 Job duties and responsibilities will be included as an amendment to the Board Policy Manual.
 - 5.4.2 The Employer in consultation with the Librarian shall develop job descriptions for each staff position.
 - 5.4.2.1 Each description shall include: (a) job title, (b) salary range, (c) hours to be worked, and (d) general and specific duties.
 - 5.4.3 Job descriptions shall be reviewed annually and updated as required.
 - 5.4.4 The Library shall file a copy of the job description, and give an additional copy to the employee.
- 5.5 Employee Commencement
- 5.5.1 All vacancies arising from existing and new positions within the Library shall be staffed following an open competition.
 - 5.5.2 Applicant's will complete the Library's "Application for Employment" form and submit it to the Library and/or Board.
 - 5.5.3 Any offer of employment shall be in writing and the acceptance or refusal of such an offer also shall be in writing.
- 5.6 Hiring

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

- 5.6.1 No employee of the library shall be hired without a personal interview.
- 5.6.2 The Board reserves the right to delegate the responsibility for hiring to the Community Library Committees, which are required to adhere to and respect Board policies.
- 5.7 Probationary Period
 - 5.7.1 An initial probationary period of three months shall be established for each position on the library staff during which the employer shall have an opportunity to assess the new employee's suitability for the position.
 - 5.7.2 Any problems that occur during the probationary period shall be documented by the Employer and discussed with the employee. The employee shall be provided with an opportunity to improve.
 - 5.7.3 The probationary period may be extended to ensure that the employee is suited to the position.
 - 5.7.4 Any decision of the Employer shall be presented in writing to the employee.
- 5.8 Evaluations
 - 5.8.1 Staff evaluations will be conducted annually as follows:
 - 5.8.1.1 Librarian position by the Board, in consultation with the Community Library Committee.
 - 5.8.1.2 The Librarian and/or Board and/or Committee members will perform all other staff evaluations.
- 5.9 Pay Periods and Salaries
 - 5.9.1 All salary ranges are set by the Board, with a review of individual salaries to be done every second year, and comparable to that of other municipal library boards.
 - 5.9.2 All employees of the Library shall be paid on a schedule determined by the Board.
 - 5.9.3 Staff members are not given honorarium.
- 5.10 Benefits

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

5.10.1 All employees shall be covered under the Worker's Compensation Act.

5.10.2 The Board shall strive to provide benefits, including health coverage and RRSPs.

5.11 Holidays

5.11.1 Employees shall be entitled to a day off on the following statutory holidays: New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

5.11.2 Each Community Library Committee shall identify additional holidays to be taken by employees

5.12 Absences, Vacation and Leave Entitlement

5.12.1 Vacation

5.12.1.1 Employees shall be provided annual vacation leave with prior authorization.

5.12.1.2 Request for leave shall be made in writing. The Librarian shall authorize leave for other library employees. The Board and/or Committee shall authorize leave for the Librarian.

5.12.1.3 Vacation time is earned in accordance with the Alberta Labour Standards Code.

5.12.2 Leave of Absence

5.12.2.1 The Employer may grant leaves of absence. Requests for a leave, other than those specified in this section, must be referred to the Board, or to the Committee acting on behalf of the Board, who will decide if the request will be granted and, if so, under what conditions.

5.12.2.2 Leave without pay

5.12.2.2.1 Maternity leave shall be granted as required by Alberta Employment Standards Code.

5.12.2.2.2 In all cases other than pregnancy leave or parental leave, the Board may grant a leave of absence without pay.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

5.12.2.3 Leave with pay

5.12.2.3.1 Up to three days of emergency leave per calendar year may be granted by the Board.

5.12.2.4 Sick Leave

5.12.2.4.1 Full time staff (full time defined as 30 hours of work per week or more) shall be entitled to 1.5 sick days per month worked, cumulative to 30 days.

5.12.2.4.2 Part time staff (defined as less than 30 hours of work per week) shall be entitled to .75 sick days per month worked, cumulative to 30 days.

5.12.2.4.3 Sick leave beyond the cumulated amount may be paid, at the discretion of the Board.

5.12.2.4.4 After three (3) consecutive days, a medical certificate will be required. Should the Librarian and/ or Board and/or Committee feel that an employee is abusing the sick leave benefit, they may notify the employee in writing and ask that a medical certificate be produced for each absence of the employee and/ or that evidence of an on-going medical condition be produced.

5.12.2.4.5 When Workers' Compensation is payable to an employee, the sick leave benefit is not payable.

5.12.2.5 Compassionate Leave

5.12.2.5.1 When death occurs to a member of an employee's immediate family, the employee shall be granted leave of absence with pay for up to five (5) consecutive scheduled working days in the six day period beginning with the date of death

5.12.2.5.2 When death occurs to a person with whom an employee has been closely associated, the employee shall be granted leave of absence with pay for up to three (3) consecutive working days in the six day period beginning with the date of death.

5.12.2.6 Special Leave

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

5.12.2.6.1 Leave with pay may be granted for civic or military duty.

5.12.2.6.2 An employee who is prevented from working a scheduled day due to having to serve on a jury, on a reporting role, or serving as a subpoenaed witness shall be paid the difference between the pay received for such service and the pay that otherwise would have been received from the Board.

5.13 Grievance

5.13.1 In the event a dispute arises regarding the interpretation, application or alleged violation of any Board and/or Library Policies, the employee may seek to reach settlement with the employer.

5.14 Disciplinary Action

5.14.1 The Board expects all library employees to conduct themselves in the performance of their duties in a professional manner and in a way that reflects well on the library as an important and respected institution in the community.

5.14.2 The Board considers the following to be unacceptable conduct on the part of its employees: being rude to patrons, being absent without leave, unauthorized use of library property for personal benefit, breach of confidentiality and trust, disloyalty to the Board and/or Community Library Committee, and contravention of Library Board policies.

5.14.3 The Board shall ensure that the unacceptable nature of such conduct is immediately brought to the attention of any employee found responsible, and shall demand that the offending conduct not be repeated.

5.14.4 For serious or repeated infractions or unacceptable conduct, the Board shall draft a written agreement, to be signed by the employee, outlining means for improvement within a specific time frame.

5.14.5 In the event that the measures outlined in paragraphs 5.14.3 and 5.14.4 fail to resolve the problem, the Board shall consider taking steps towards dismissal of the employee.

5.15 Termination

5.15.1 The Board may, with just cause, terminate any employee.

5.15.2 Every effort shall be made to assist an employee who is having difficulty doing his or her job properly. However, if all efforts fail and the

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

employee is unable to fulfill job requirements, the interests of the library as a whole require that the employee be removed from the position.

- 5.15.3 The employee's problems, as well as attempts to help him or her improve, shall be carefully documented. All such documents shall be retained in the library's personnel file for a period not exceeding one year and shall remain the property of the library.
- 5.15.4 Advance notice of termination in writing, or wages in lieu of advance notice, shall be given to the employee in accordance with the provisions of the current **Employment Standards Code of Alberta**.
- 5.15.5 No employee shall be dismissed without adequate reasons and a fair hearing.
- 5.15.6 An employee wishing to terminate their employment must give the employer written notice of intent of at least:
 - 5.15.6.1 One week, if employed more than three months but less than two years.
 - 5.15.6.2 Two weeks, if employed two years or more.

6.0 Patrons and Community Relations

6.1.1 The existence of the Board and its staff and services is dependent on public patronage. In acknowledgment of this fact, the Board strives to maintain good working relations between library and community.

6.1.2 The Board's public relations goals are:

6.1.2.1 To promote awareness and understanding of the Community Library's programs and services;

6.1.2.2 To encourage participation by people of all ages in the programs and services provided by the Community Library;

6.1.2.3 To involve the public in Community Library programs and services planning;

6.1.3 The Board will provide for modest expenditures related to public relations.

6.1.4 Patron Responsibilities and Conduct

6.1.4.1 It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons.

6.1.4.2 The Board encourages visits to the libraries by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff members are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

6.1.4.3 Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

6.1.5 Age Restrictions

- 6.1.5.1 Videos may be loaned to persons under 18 years of age on an Adult and/or Family Membership card, with persons 18 years of older listed as an approved lending party.

Policies and Procedures - Municipal District of Mackenzie No. 23 Library Board

7.0 Purchasing

- 7.1 All purchases over \$2000.00 must be tendered
- 7.2 All purchases will consider the quality of the product and/or services purchased, at the most effective price
- 7.3 Suppliers will be given equal opportunity to tender their products and/or services for expenditures over \$2000.00
- 7.4 All tenders will be opened with two weeks of the closing tender date and organizations/companies will be made aware of the tender opening date, time and place so they can be in attendance.
- 7.5 All purchases under \$200.00 do not require board approval
- 7.6 The Library Board Chair and Community Library Society Chairs are authorized to make purchases on behalf of their organization.

All library board members and employees must declare pecuniary interests if it applies for any purchase or tender

8.0 Communications

- 8.1 All Societies will forward approved meeting minutes and supporting documentation to the Mackenzie County Library Board
- 8.2 All Mackenzie County Library Board approved minutes will be forwarded to all Societies and copied to the Mackenzie County Council.
- 8.3 All communications concerning partnerships and funding agreements with Alberta Community Development, Fort Vermilion School Division #52, and Mackenzie County Council must be vetted through the Mackenzie County Library Board

9.0 Funding Capital Projects

- 9.1 The local library Societies have the sole responsibility for securing funding for any capital projects they are planning. The Mackenzie County Library Board supports in principle their efforts to raise these funds and requires that they are kept current of the societies' capital plans, how they plan to secure the necessary funding and the progress they are making in securing the capital funds required to complete the projects.

These Policies and Procedures have been approved by the Board.

Chairperson's Signature

Date

Secretary's Signature

Date