

SPARWOOD PUBLIC LIBRARY ASSOCIATION STATEMENT of POLICIES		Page:	1 of 4
Chapter:	GOVERNANCE	SP No.	B.2
Subject:	Board Governance and Assessment	Date Approved:	February 5, 2024
Issued by:	Board Trustees	Subject to Review:	2025
Replaces:		Dated:	

POLICY

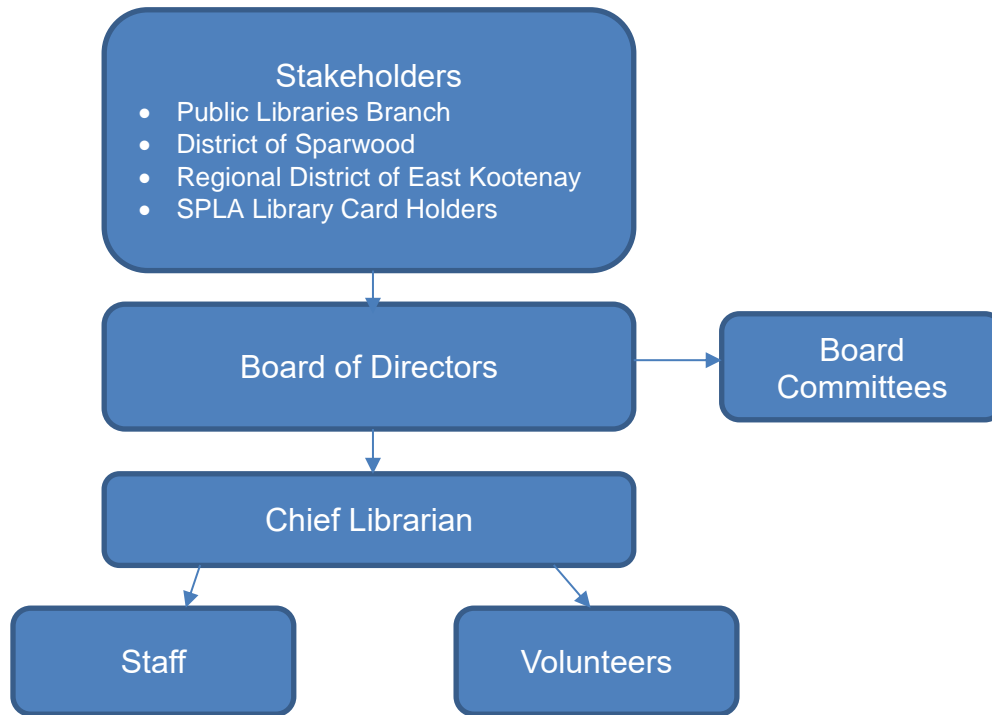
1. The Sparwood Library Public Library Association (SPLA) is incorporated under Part 4 of the [Library Act](#) of the Province of British Columbia. If any conflict exists between the Library Act and the **SPLA** policies, the Library Act will prevail.
2. **SPLA** is committed to the following purposes:
 - a. To promote and regulate a public library service, for the residents of the District of Sparwood and area, according to its policies.
 - b. To apply for grants in the aid of furthering the purposes of the **SPLA**.
 - c. To participate and co-operate with any other clubs, organizations, associations, or societies in any activity designed and carried on to promote and encourage the purposes of the **SPLA**.
 - d. To apply for and obtain all such licenses and permits from municipal, provincial, or other proper authority as may be requisite for the purposes of the **SPLA**.
 - e. To do all things that are necessary to the attainment of such purposes of the **SPLA** to be carried out in Sparwood, British Columbia and the Elk Valley and surrounding areas.

GOVERNANCE

3. In British Columbia, the [Library Act](#) outlines how public libraries are established, locally governed, and operated.
4. The Act:
 - a. Mandates free basic library service and authorizes the allocation of provincial grants for public library services.
 - b. Provides the mechanism for the establishment and operation of municipal libraries, regional library districts and library federations.
 - c. Encourages the extension and use of public library service throughout British Columbia.
 - d. Enables the delivery of public library service in the province.
 - e. Supports improvements in library service.
 - f. Describes how to form local library boards and how to hire a chief librarian.
5. The Act details the general powers and duties of the library board and board trustees.
6. The Board governs, establishing the vision, mission, values, and strategic direction. The Board is the employer for the library staff but supervise one employee only: the chief librarian.
7. The chief librarian is responsible for managing staff, as well as library administration and daily operations.
8. Together, the chief librarian and the board form the governance team.¹

¹ Director's Guide – A Guide for B.C. Public Library Directors April 2020 v.1 p.9

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Stakeholders

9. **SPLA** has various stakeholders, such as the Public Libraries Branch, the District of Sparwood, the Regional District of East Kootenay, **SPLA** library card holders, grantors, and donors. The first three are the main funders of **SPLA**, while the library card holders are the local stakeholders who participate in the Annual General Meeting to approve the year-end financials and elect the trustees of the Board. The grantors and donors also have a stake in **SPLA**'s performance and governance. The Board is accountable to all stakeholders to ensure adherence to the guiding principles of board governance.

Board Trustees and Board Committees

10. The power of the Board is TOGETHER. Direction can only be provided at the board table and board trustees do not have power outside of the board room table, unless specifically directed by the Board as a whole.
11. The Board is the governing body of **SPLA**. Accountable for the operation of the organization, its overall responsibility is that of governance. The Board is accountable for:

Policy

12. The main responsibilities of the Board are:
- a. Establish and update the policies;
 - b. Establish the mission, vision and value statements and plan long-term goals and objectives;
 - c. Establish board structure and determine general operating procedures;
 - d. Establish policy dealing with finance, staff, volunteers and programs and services.
 - e. Financial Management
 - i. Establish the budget and financial reporting system;
 - ii. Monitors the revenue and expenditures of the organization.
 - f. More specific work is completed at the Board Committee level.
 - g. If board trustees join a committee, they are committing to the work that is being completed at the committee level.
 - h. Committees can include non-board trustees and in fact, this can be a great way to include stakeholders and potential new board trustees.

Chief Librarian

13. The role of the Chief Librarian is to:
- a. Manage the public library and its staff;
 - b. Work with the Board to set strategic priorities and policies for the library service and operation;
 - c. Oversee the financial management and accountability of the library, and report to provincial government and other funders;
 - d. Lead and support the improvement and innovation of the library service, processes, and systems;
 - e. Establish and maintain collaborative relationships with local governments, other libraries,

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and community partners

Assessment

14. The Board will assess its effectiveness on an annual basis in the following areas:

- Board orientation
- Financial viability
- Understanding the Board's responsibilities
- Effectiveness of planning direction and priorities of the organization
- Management of board meetings
- Board's commitment to the **SPLA's** vision, mission, and values
- Compliance with bylaws, legal and legislative requirements
- Conflict of interest

- a. To be responsive and accountable to members, grantors and the community, **SPLA** will operate within policies and practices that reflect clearly articulated values, vision, and mission, that inspire trust, and that stress fairness, flexibility, and inclusiveness.

PURPOSE

15. The purpose of this Statement of Policies is to outline the core principles of governance that Board Trustees and staff must follow. The policy also explains the role of the **SPLA** in the BC Public Library System.

RESPONSIBILITY

16. The Board has the responsibility for ensuring this policy is made known to and understood by any person who is assigned to revise this Statement of Policies.

PROCEDURE

17. The Board Trustees to confirm in writing that they have been provided and are familiar with the policy manual and the bylaws.

18. The **SPLA** Policy Committee to do an annual review of the policy manual and the bylaws.