

300 Library Board

301 Board of Trustees of a Municipal Library

The Whistler Public Library is managed by the Whistler Public Library Board of Trustees. The Board of Trustees operates pursuant to the B.C. *Library Act* [RSBC 1996 Chapter 264 Part 2 – Municipal Libraries](#).

302 Board composition and Operation

302.1 Board Executive

1. The members of the Board Executive shall be the Chair, Vice-Chair, Treasurer, and past Chair. The library director will attend meetings of the Board Executive.
Each year, at its January meeting, the Board elects from amongst its members, a Chair, a Vice-Chair, and a Treasurer, each for a term of one year.
2. A trustee accepting a nomination as Vice-Chair may expect a nomination as Chair in a subsequent year.
The position of Chair should not be held by the same person for more than two consecutive terms (four years).
3. The position of Treasurer should not be held by the same person for more than two consecutive terms (four years).
4. Executive Meetings are held a minimum of one week prior to the monthly Board meeting. An Agenda for the monthly Board meeting will be set at the Executive Meeting and forwarded to all trustees in advance of the monthly Board meeting. Additional Executive Meetings are held as required.
5. Policy issues raised with the Board Executive will be referred to the Board for decision.

302.2 Board Meetings

1. The monthly Board meeting takes place at the library at a time and day determined by the Board. Meetings are open to the public.
2. *Robert's Rules of Order* is used to govern the meetings of the Board.
3. The Board will meet in camera on any personnel matter, and on any other issue which, in the opinion of the Board, requires confidentiality.
4. For consideration at a Board meeting, a report, petition, or any other written submission by the public must be received in writing by the Board not less than seven days in advance of the meeting.
5. Persons wishing to make an in-person presentation to the Board must make written application to the library director's office, indicating the substance of their enquiry or brief, not less than seven days prior to the monthly Board meeting.

302.3 Board Committees

1. Annually the Board reviews committees and composition, and appoints from among its trustees such committees as may be required, and each committee selects a chair.
2. Committee chairs, when required, call committee meetings, prepare agendas, provide reports, and bring decisions to the Board for discussion and approval.
3. Committees shall be appointed as required.

302.4 Board Self Evaluation

1. Annually, the Human Resources Committee (HRC) chair administers an annual Board self-evaluation to the trustees. The Board self-evaluation is an anonymous online survey.
2. The HRC Chair reviews and summarizes the results of the Board self-evaluation.
3. A summary of the results of the Board self-evaluation is presented by the HRC Chair and discussed in camera at a suitable Board meeting.

303 Trustee Ancillary

303.1 Trustee Conference Attendance and Travel

1. The Board encourages trustees to attend relevant workshops and seminars. All workshops must be approved by the Board chair.

303.2 Trustee Expenses

1. A trustee submits a claim for expenses to the Chair or the Treasurer for approval.
2. An approved expense claim is submitted to the library director for reimbursement.

303.3 Trustee Service on other Boards

1. In their capacity as Board members, trustees may receive invitations to serve as executive officers, or as committee members of trustee-related or other associations. A trustee may serve in such capacities, provided that he or she fully discloses the details of such service, and at all times avoids any actual or apparent conflict of interest.

303.4 Trustee Representation on InterLINK

1. A trustee will be appointed to represent the Board at meetings of the InterLINK Board of Directors.