

## Lib-02-003

### **Section: The Town of Tofield Library Board**

#### **Title: Library Board Responsibilities and Duties**

1. The Library Board shall be named The Town of Tofield Library Board effective January 1, 2002.
2. On being established, the municipal library board is a corporation and shall be known as "The Town of Tofield Library Board" (The Libraries Act: Section 3.4).
3. The Town of Tofield Library Board (The Board) shall establish, develop, and file with the Minister a plan of service with a mission statement, goals, and objectives based on a needs assessment of the Tofield Municipal Library catchment area (The Libraries Regulation: Section 13)
4. The Board accepts responsibility for securing funds to provide adequate physical requirements of modern library service. Such facilities will offer to the community a compelling invitation to enter, read, look, listen, and learn to the community.
5. The Board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote, and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services (The Libraries Act: Section 7).
6. The Board shall prepare a budget and an estimate of the money required to operate and manage the Tofield Municipal Library before November 1 of each year and shall submit that budget and estimate to the Chief Administrative Officer of the Town of Tofield (The Libraries Act: Section 8).
7. The Board is responsible for keeping accurate accounts throughout each year and having those accounts audited each year. The audit shall be completed by the auditor appointed by Town of Tofield Council.
8. The Board shall review all policies on a biennial basis and make changes as they are required. Any policies with changes will immediately be filed with the Minister (The Libraries Regulation: Section 7).
9. The Board shall complete and file with the Minister an annual report (The Libraries Regulation: Section 4).
10. Every meeting of the Board is open to the public (The Libraries Regulation: Section 5).
11. The Board shall hold an Annual General meeting each February (The Libraries Regulation: Section 15).
12. The Board shall be responsible for the hiring of the library manager. The Board is also responsible for disciplinary action of the manager should it be necessary, including dismissal.

Latest Revised Date: February 8, 2024