

1 Gov & Management

Board Governance & Management

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Financial

Town of Peace River Library Board Policy Manual

TITLE	DATE PASSED	DATE AMENDED
Policy and Bylaw Making	November 26, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
1_GM.01.2014	1_BOARD GOVERNANCE & MANAGEMENT	

Purpose: To establish a procedure for the structure, development and review of Board policies and to ensure that policies are relevant to the focus of the Library.

1. Definitions:
 - 1.1. Act: *Libraries Act RSA 2000, C.L-11.*
 - 1.2. Board: Town of Peace River Library Board
 - 1.3. Bylaws: Bylaws and the associated schedules as required under the Act
 - 1.4. Policy: A guideline adopted by the Board upon which to base the day-to-day operational decisions of the library management.
 - 1.5. Framework Policies: Policies required by the Act and the Libraries Regulations.
 - 1.6. Regulations: *The Libraries Regulation AR 141/98*
2. All policies shall be consistent with the Board's vision and mission statements, Plan of Service, and Framework policies. The Board will establish policies covering activities of the Board and staff and situations which occur on a regular and consistent basis.
3. Requests for policy development, amendment, and review may be made at any time by a member of the Board, the staff, or the public.
 - 3.1. Requests for policy development or review shall be referred to the relevant Board committee.
 - 3.2. The Policy and Personnel Committee is responsible to ensure that all policies are reviewed at least once every five years.
 - 3.3. All policies shall be reviewed by the Library Director for conformity to the Act and Libraries Regulations, the *Freedom of Information and Protection of Privacy Act, RSA 2000, C.F-25*, and the Framework policies of the Board.
 - 3.4. New policies must be presented at two successive meetings prior to adoption by motion.
 - 3.5. Policy may be reviewed by addition and/or deletion.
4. Approved Policies:
 - 4.1. Shall be distributed to all board members.
 - 4.2. Shall be made available to the public.
 - 4.3. Shall be submitted to the Minister in accordance with the Act.
 - 4.4. Shall be implemented by the Library Director.
5. Policy Structure:
 - 5.1. All policies shall begin with a statement of purpose.
 - 5.2. Headings for all policies shall contain the date of approval, policy number, policy title, policy category, and, if required, section within the category. Bylaws do not have a policy number or title.

- 5.3. All policies shall use the outline format of 1., 1.1, 1.1.1. If necessary, 1. shall be a listing of definitions.
6. Bylaws
- 6.1. Bylaw structure follows the policy structure.
- 6.2. Approval of bylaw changes requires three (3) readings. If the bylaws are approved unanimously at each reading the bylaws can be approved at one Board meeting. Where there is an abstention or negative vote, the second (2nd) and third (3rd) readings must be held at a subsequent Board meeting.
- 6.3. Approved bylaws are submitted to the Town of Peace River, through the library's liaison at the Town of Peace River. Town Council may disallow, but not change, a bylaw.
- 6.4. Approved bylaws are submitted to the Minister in accordance with the Act.

[Adapted from the Medicine Hat Public Library policy]

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

1_GM.02.2014

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TITLE	DATE PASSED	DATE AMENDED
Board and Volunteer Recognition	November 26, 2014	
POLICY NUMBER	SECTION	DATE LAST REVIEWED
1_GM.02.2014	1_BOARD GOVERNANCE & MANAGEMENT	

Purpose: To establish a procedure for how board trustees and volunteers are recognized.

1. Honoraria

- 1.1. Trustees are not paid an honorarium to help cover expenses associated with attendance at Board and Committee meetings.

2. Trustee Recognition

- 2.1. All retiring Board members will be recognized to acknowledge their contribution to the Library. The recognition will be determined by the Personnel and Policy Committee.
- 2.2. All volunteers will be recognized annually. The recognition will be determined by the Library Director or delegate.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

1_GM.03.2015

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TITLE	DATE PASSED	DATE AMENDED
Board Governance	June 11, 2015	
POLICY #	SECTION	DATE LAST REVIEWED
1_GM.03.2015	1_BOARD GOVERNANCE & MANAGEMENT	

Purpose:

The Town of Peace River Library Board works within a procedural framework to ensure effective governance of the Library. The Board will provide all of its trustees with the opportunity to participate in the decision-making process through Committee and Board meetings while ensuring that respect, courtesy, and fairness is maintained at all levels.

This Policy applies to all Regular and Special meetings of the Board and all Committee meetings.

1. Definitions

- 1.1. Agenda: means the order of business for regular or special meetings of the Board or its Committees.
- 1.2. Board: refers to the Town of Peace River Library Board of Trustees.
- 1.3. Library Director: means the Library Director or any person who holds the position of Library Director in an acting capacity.
- 1.4. Chair: means the trustee elected annually as Chair of the Board.
- 1.5. Committee Chair: means a trustee appointed as chair of a Board committee.
- 1.6. Committee: means all committees (standing and ad hoc) that come under the jurisdiction and the appointment of the Board.
- 1.7. Policy: means the policies of the Board.
- 1.8. Regular Meeting: refers to the scheduled meeting of the Board which is called by the Board Chair pursuant to sections 6.1 through 6.6 of this policy.
- 1.9. Special Meeting: refers to a meeting of the Board which is called by the Board pursuant to section 6.7 and 6.8 of this policy.
- 1.10. Trustee: refers to a person appointed to the Board by the Town of Peace River Council, according to Town Bylaw, and *The Libraries Act*.

2. Application of Board Governance Policy

- 2.1. Where this Policy does not provide guidance, the Board should consult *Robert's Rules of Order*, 11th edition, which allows for relaxed rules.

3. Elections of Executive Positions

- 3.1. At the October Board meeting, Board trustees will elect one trustee for each of the following executive positions: Chair, Vice-Chair, Secretary, and Treasurer.

4. Executive Responsibilities

- 4.1. Chair.** A trustee shall not serve more than two (2) consecutive years as Chair of the Board, unless unanimously approved by the Board.

Duties/responsibilities of the Chair include:

- 4.1.1. call all Regular and Special meetings of the Board;
- 4.1.2. speak on behalf of the Board and represent the Board to the media and general public;
- 4.1.3. liaise, in consultation with the Library Director, on library matters, with staff and elected officials of the Town of Peace River, municipal, provincial and national agencies, library board associations and other relevant agencies;
- 4.1.4. regularly attend committee meetings as an ex-officio member;
- 4.1.5. liaise with the Library Director between meetings, as needed;
- 4.1.6. may designate a trustee to represent the Board on specific occasions.
- 4.1.7. Be a signing authority.
- 4.1.8. Participates in the annual Library Director performance review.

4.2. Vice-Chair, whose duties/responsibilities include:

- 4.2.1. in the absence of the Chair, acts in the capacity of the Chair.
- 4.2.2. undertake specific assignments at the request of the Chair.
- 4.2.3. assume the position of Board Chair should the office of the Chair become vacant permanently. A Vice-Chair will then be appointed to complete the term, until elections are held.

4.3. Secretary, whose duties/responsibilities include:

- 4.3.1. Reports to the Board Chair on board matters.
- 4.3.2. Record and distribute the minutes of all regular and special meetings of the board.
- 4.3.3. Prepare and retain Board correspondence and other materials (digital and hard copy).
- 4.3.4. Maintain a public digital repository of approved, signed minutes.

4.4. Treasurer, whose duties/responsibilities include:

- 4.4.1. Jointly, with the Board Chair and Finance and Resource Development Committee Chair (if other than the Treasurer), ensures that current records that reflect the financial condition of the PRML are maintained. The Treasurer reports to the Board Chair and the board of trustees. The Treasurer is supported by the Chair, Finance and Resource Development Committee, and the Library Director.
- 4.4.2. Specific Treasurer duties/responsibilities include:
 - 4.4.2.1. Serve as Chair of the Finance and Resource Development Committee.
 - 4.4.2.2. Initiate, participate in, and liaise with board and staff in the budget preparation process.
 - 4.4.2.3. Communicate with and serve as sounding board and financial advisor for the Library

Director on financial matters and concerns of the PRML.

- 4.4.2.4. Ensure that accurate books and records on financial condition are maintained.
- 4.4.2.5. Ensure that assets are protected and invested according to PRML policy and any reporting requirements.
- 4.4.2.6. Ensure that comprehensive financial reports to the board are prepared in a timely and accurate manner.
- 4.4.2.7. Ensure that the complete records of the PRML are available to the individual(s) preparing the annual financial statements.
- 4.4.2.8. Performs all duties incident to the office of treasurer.

5. Trustee Responsibilities

- 5.1. Attend meetings regularly (see 6.10).
- 5.2. Contribute constructively to the work of the board through discussion and committee work, as able.
- 5.3. Advocate for the library and art gallery and their programs and services.
- 5.4. Trustees wishing to resign prior to the end of a term will do so in writing to the Town of Peace River and the library board.
- 5.5. Participate in library programs or services as able.

6. Meetings

- 6.1. The Board Chair will call regular meetings of the Board.
- 6.2. There will be a minimum of eight (8) regular board meetings in a calendar year.
- 6.3. If quorum is not achieved, the meeting will not continue.
- 6.4. The Board Chair, in consultation with the Library Director, will prepare the agenda for all regular and special meetings of the Board and ensure that agendas are delivered to Board trustees no later than two working days prior to the day of the meeting.
- 6.5. All material for inclusion in the Board agenda should be delivered to the Board Chair not later than one week prior to a regular meeting.
- 6.6. Additional agenda items may be added with the consent of the majority of the trustees at the meeting.
- 6.7. Special meetings of the Board may be called by the Board Chair by giving notice to all Board trustees at least 24 hours prior to the meeting indicating the business to be transacted. The Chair may call a Special meeting of the Board upon shorter notice if at least two-thirds of all the trustees give their consent to such notice prior to the commencement of the meeting.
- 6.8. When requested by a majority of the Board trustees in writing, the Chair shall call a Special meeting of the Board and shall notify all the trustees at least 24 hours prior to the meeting by notice. Such notice shall include that the meeting has been called at the request of the trustees and the business to be transacted.

- 6.9. Minutes for Regular and Special meetings are taken, prepared, and distributed by the Board Secretary.
- 6.10. In accordance with the Libraries Act RSA 2000 Ch L-11, 31(1), any trustee finding it necessary to miss more than two (2) consecutive Board meetings must have a resolution of the Board authorizing such absences. If a resolution is not passed, the trustee is disqualified from remaining a trustee of the Board.

7. Committees

- 7.1. The Board may form the following standing Committees: Finance and Resource Development, Human Resources and Policy, and Advocacy and Planning. The terms of reference for these committees are outlined in Schedule A.
- 7.2. Each committee will be chaired by a Board Trustee and include the Library Director and Board Chair as ex officio members. Committee members will be Board Trustees and/or members of the public. Public members are advisory only.
- 7.3. The general responsibility of all committees is to analyze all matters which come within its terms of reference and indicate to the Board by recommendation the ways and means of dealing with the matters before it and to advise on a course of action which in its opinion is necessary and expedient. This shall include, without limiting its general responsibilities, any specific matters or responsibilities given to it by the Board which are included in its terms of reference.
- 7.4. The Board may establish any ad hoc committees as may be necessary to carry out the business of the board.
- 7.5. The Board shall review the Standing Committees in October at which time Chairs of the committees will be appointed.
- 7.6. Each standing committee shall consist of a minimum of two Board trustees and the Board chair as an ex officio member.
- 7.7. The Library Director, and administrative staff as appropriate, shall attend all standing and ad hoc committees in an advisory capacity.
- 7.8. The Board may invite members of the public to sit on committees in an advisory capacity. Such individuals may not vote.
- 7.9. Trustees may attend meetings of Committees of which they are not members. Such trustees may not vote.
- 7.10. Committee Chairs will prepare the agenda for all committee meetings.
- 7.11. In the absence of the Committee chair, another Committee member shall preside as Chair at a committee meeting.
- 7.12. Committee meetings lacking a quorum may continue for discussion only; no recommendations may be referred to the Board when quorum is not met.

8. Control and Conduct of the Meetings

- 8.1. The Presiding Chair shall preside over the conduct of meetings of the Board subject only to being overruled by a majority vote of the trustees. Such a vote is to be taken without debate.
- 8.2. The Presiding Chair shall:
 - 8.2.1. maintain order and preserve decorum;
 - 8.2.2. decide points of order without debate or comment other than to state the rule governing;
 - 8.2.3. determine which trustee has a right to speak;
 - 8.2.4. ascertain that all members who wish to speak to a motion have had the opportunity to do so;
 - 8.2.5. rule when a motion is out of order.
- 8.3. During discussion, one person speaks while others remain quiet and not interrupt the speaker except on a point of order.
 - 8.3.1. Any trustee of the Board may raise a point of order when he or she believes that a rule, procedure or bylaw of the Board has, or is about to be, violated by a motion or in a speech by another member or officer. The Presiding Chair will decide on the point of order raised.
- 8.4. When a trustee or officer of the Board is addressing the Board, he/she shall:
 - 8.4.1. not shout or raise his/her voice or use profane, vulgar or offensive language;
 - 8.4.2. speak only on matters then before the Board;
 - 8.4.3. adhere the rules of procedure of the Board.
- 8.5. A trustee called to order by the Presiding Chair shall immediately cease speaking.
- 8.6. No trustee shall leave the meeting after a motion is made until the vote is taken.

9. Motions

- 9.1. Each Committee shall make recommendations to the Board by way of motion. No recommendation of any Committee shall be binding on the Board unless the Board has authorized the same.
- 9.2. Any trustee may make a motion on any matter discussed or dealt with relating to an item appearing on the agenda for a Board meeting.
- 9.3. Any trustee may make a motion to table a matter before the Board or its Committees. Such a motion must include a specific date for inclusion in the agenda.
- 9.4. Any trustee may make a motion to refer a matter back to a Committee or person for further consideration. Such a motion must include the terms under which the motion is being referred.
- 9.5. Each motion shall be moved and seconded except at Committee meetings where no second will be required. Once a motion has been moved and seconded the motion shall be read and the trustees then have the opportunity to discuss the motion.
- 9.6. The mover may withdraw or amend his/her motion at any time prior to the vote with the consent of the seconder.

- 9.7. All motions before the Board shall be decided by a majority of the members present and voting.
- 9.8. All trustees shall vote unless excused under this policy, including the Presiding Chair. In the case of a tie, the Presiding Chair has the final vote.
- 9.9. Voting will be recorded as carried or lost unless, prior to the vote, a trustee requests a recorded vote. In this case, votes for and against the motion are recorded in the minutes. If a trustee refuses to vote, his/her vote is recorded as negative.
- 9.10. If a trustee abstains from debate and/or voting as a result of a demonstrable conflict of interest, this will be noted in the minutes.

10. Amendments

- 10.1. Where any motion has been moved or seconded, any trustee may make a motion to amend that motion prior to the vote on that motion. Such a motion must not alter the intent of the motion and must be seconded.
- 10.2. A motion to amend shall be put to a vote prior to the vote on the original motion.
- 10.3. The original motion may be amended only once.
- 10.4. The following motions shall not be amended or debated:
 - 10.4.1. to adjourn;
 - 10.4.2. to table;
 - 10.4.3. to nominate;
 - 10.4.4. to withdraw a motion.

11. Appeal

- 11.1. Any decision of the Presiding Chair may be appealed by motion to the trustees by a trustee challenging the decision of the Presiding Chair.
- 11.2. The appeal shall be put to the trustees for a decision and the question shall be decided by a majority vote of the members present without debate.

12. Amendments to the Board Governance Policy

- 12.1. Any changes to the Policy shall be provided to all Board trustees at least one regular meeting prior to the meeting at which the changes are to be debated and voted on.
- 12.2. Notwithstanding 9.8, this policy may be amended, repealed or suspended by a vote of two-thirds of Board members.
- 12.3. Notwithstanding sections 12.1 and 12.2, this policy may be amended, repealed or suspended at any meeting of the Board by the unanimous vote of all trustees.

[Adapted from Medicine Hat Library Policy, selected other library policies, and previous PRML policies.]

SCHEDULE A: BOARD COMMITTEE TERMS OF REFERENCE

FINANCE AND RESOURCE DEVELOPMENT COMMITTEE

Purpose:

- To provide sound fiscal advice to the Library to ensure its continuing operation
- To work with funders to ensure the Library has sufficient funds to operate at optimal capacity

Structure:

- Standing Committee of the Peace River Municipal Library
- Chaired by Board Treasurer
- Minimum of two trustees (including Treasurer)
- A representative from the Friends of the Peace River Municipal Library Society
- Up to two community members who serve in an advisory capacity
- Board Chair is ex-officio member
- Library Director acts as an advisor to the Committee

Reporting:

- Chair reports regularly to the Board of Trustees
- Committee Chair brings committee recommendations in the form of a motion to the Board for discussion and approval
- Committee Chair is responsible for calling meetings and ensuring notes are taken

Responsibilities:

- Work with the Library Director to develop future plans and budget requirements.
- Work with the Library Director to present a draft budget to the Board of Trustees by the June. Board meeting
- Ensure that an annual audit is conducted of the Library's financial statements.
- Ensure that insurance coverage is reviewed annually.
- Liaise with the Friends of the Peace River Municipal Library Society regarding fundraising plans and activities.

Meeting Frequency:

- At least three times per year, or as required.

HUMAN RESOURCES AND POLICY COMMITTEE TERMS OF REFERENCE

Purpose:

- To ensure current and appropriate policies are in place with respect to Library operations and human resources.
- Review and amend all policies to ensure that they support the direction of the Library as articulated in the Plan of Service.

Structure:

- Standing Committee of the Town of Peace River Library Board of Trustees
- Minimum of two trustees, one of whom chairs the committee
- Up to two community members who serve in an advisory capacity
- Board Chair is ex-officio member
- Library Director acts as an advisor to the committee, except in matters directly related to the employment of the Library Director

Reporting:

- Chair reports regularly to the Board of Trustees
- Committee Chair brings committee recommendations in the form of a motion to the Board for discussion and approval
- Committee Chair is responsible for calling meetings and ensuring notes are taken

Responsibilities:

- Report regularly to the Board of Trustees
- Conduct an annual performance review for the Library Director
- Work with the Library Director to ensure that complete and current job descriptions are available for all Library personnel
- When necessary, develop plans to recruit candidates for the Library Director position, conduct interviews, and offer employment (with Board approval).
- Ensure that complete and appropriate human resources policies and procedures are in place
- Work with the Library Director to review staffing plans and liaise with the Finance Committee for annual budget preparation.
- Regularly review Board policies to ensure that they clearly articulate what the Library exists to do, and who the Library serves and why, and are consistent with provincial statutes and regulations; clarify roles, responsibilities, and functions of the Board of Trustees, the Library Director, and the staff; give the public a means to evaluate Board performance; help ensure uniformity and consistency in operational procedures; and assist the Board to evaluate its own operations as well as the general administration of the Library.

Meeting Frequency:

- At least three times per year.

ADVOCACY AND PLANNING COMMITTEE TERMS OF REFERENCE

Purpose:

- To advocate for the Peace River Municipal Library
- Through the Plan of Service assess and reflect the needs of the community as they relate to Library services

Structure:

- Standing Committee of the Peace River Municipal Library
- Minimum of two trustees, one of whom chairs the committee
- Committee Chair is responsible for calling meetings and ensuring notes are taken
- Up to two community members who serve in an advisory capacity
- Board Chair is ex-officio member
- Library Director acts as an advisor to the committee

Reporting:

- Committee Chair reports regularly to the Board of Trustees
- Committee Chair brings committee recommendations in the form of a motion to the Board for discussion and approval

Responsibilities:

- Coordinate every 3-5 years the preparation of a new Plan of Service, according to Municipal Affairs direction
- By the end of January of each year, review the Plan of Service with the Library Director, for proposed revisions and an assessment of goal achievement.
- Work with the Library Director to produce an Annual Report for the June meeting.
- Assist in the development of an annual advocacy and communications plan to enhance community awareness about the Library.
- Represent and advocate for the Library to government, corporations and foundations.

Meeting Frequency:

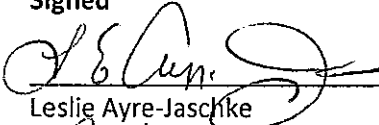
- At least 3 times per year

CODE OF ETHICS LETTER OF AGREEMENT

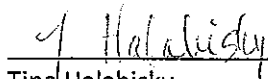
January 14, 2015


As a trustee with the Town of Peace River Library Board, I agree to abide by the Code of Ethics as expressed in Policy 1_GM.04.2014.

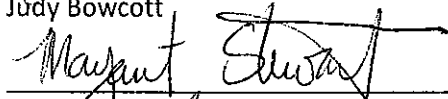
Signed

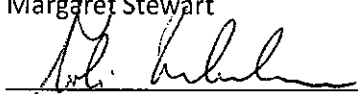

Leslie Ayre-Jaschke



Barbara O'Connor

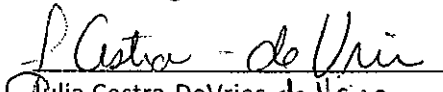

Tina Halabisky


Judy Bowcott


Margaret Stewart


Colin Needham


Chelsea Ferguson


Julia Cestra-DeVries de Vries

Signed


Leslie Ayre-Jaschke, Board Chair

TITLE	DATE PASSED	DATE AMENDED
Trustee Code of Ethics	May 1, 2014	Schedule A added Sept. 11, 2014
POLICY #	SECTION	DATE LAST REVIEWED
1_GM.04.2014	1_BOARD GOVERNANCE & MANAGEMENT	

Purpose: To provide clear guidance to Board Trustees for ethical conduct and decision-making.

The Town of Peace River Library Board Trustees agree to observe the following Code of Ethics.

1. Accountability

- 1.1. The Peace River Library Board shall be responsible for making policy decisions and ensuring the appropriate staff and structures are in place to carry out the policy and day-to-day tasks of the organization.
- 1.2. The duty of the Board Trustee is to the Peace River Municipal Library rather than to any individual community, group or special interest.
- 1.3. Board Trustees shall be loyal to the Peace River Municipal Library and are accountable to exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of the library. This accountability supersedes the personal interest of any Board Trustee acting as an individual or consumer of the Peace River Municipal Library services.
- 1.4. Board Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 1.5. Board Trustees will respect and work harmoniously with each other, with library staff and respect library patrons and all those associated with the library. They shall not publicly impugn the motives, abilities or personalities of fellow board Trustees or library staff.
- 1.6. The Board speaks with one voice and individual trustees may not publicly contradict the decisions of the Board. The time to air questions and disagreement is before the decision, not after.
- 1.7. Board Trustees shall sign a Letter of Agreement abiding to the Code of Ethics guidelines as outlined in this policy (Schedule A).

2. Conflict of Interest

- 2.1. If a conflict of personal, financial or other interest should arise, the member shall declare his/her conflict prior to any discussion and shall be absent from any portion of the meeting in which the matter is discussed and voted on.
- 2.2. The minutes must record all declarations of personal, financial and other interest, including the nature for such declaration.
- 2.3. A Board Trustee who abstains from participation due to a declared conflict of interest is still included in determining quorum.
- 2.4. Board Trustees shall not encourage or condone unethical activities that are not covered or specifically prohibited by this policy or any other legislation.

3. A person whose immediate family member is an employee of the Peace River Municipal Library is ineligible for appointment to the board. "Immediate family member" includes: spouse/partner, child, parent, parents-in-law, grandparent, brother, sister, brother-in-law, and sister-in-law.

4. Confidentiality
 - 4.1. Board Trustees will not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
 - 4.2. Board Trustees shall maintain confidentiality of information gained from or about the Board, including any information which may in any way jeopardize the confidentiality of library members or library staff or volunteers.
 - 4.3. Board Trustees will not use information which has been designated as confidential by the Board for personal profit or use by themselves or any other person.
 - 4.4. Board Trustees will respect confidential information in perpetuity.
 - 4.5. All material deemed confidential shall be returned to the Peace River Municipal Library at the expiration of the Board Trustee's term.
5. Individual Authority
 - 5.1. Board Trustees may not attempt to exercise individually the authority of the Board except as set forth in Board policies.
 - 5.2. When interacting with the Library Director or library staff, Board Trustees must recognize that any individual Board Trustee does not have authority other than that explicitly stated in Board policy.
6. Acceptance of Gifts
 - 6.1. In their capacity as Board Trustees, Board Trustees shall not accept a gift, favour or service from any individual, organization or corporation, other than:
 - 6.1.1. The normal exchange of hospitality between persons doing business together;
 - 6.1.2. Tokens exchanged as part of protocol; or,
 - 6.1.3. The normal presentation of gifts to persons participating in public function.
7. Training and Development
 - 7.1. Board Trustees shall acquaint themselves with the incorporating documents of the Board, bylaws, regulations, policies and organizational structure of the Board, as well as the rules of procedures and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
 - 7.2. Board Trustees are encouraged to regularly take part in educational activities which assist them in carrying out their responsibilities.
8. Special Privilege
 - 8.1. Board Trustees will not use their position of trust to secure special privileges, favours or exceptions for themselves or any other persons.
9. Violation of the Code of Ethics
 - 9.1. The Board Chair is responsible for handling all reports of Board Trustee violations of the Code of Ethics.
 - 9.2. The process for handling reports of violations is as follows:
 - 9.2.1. The Board Chair will discuss the issue with the member concerned;
 - 9.2.2. If unresolved, the Board Chair will discuss the issue with the Chair of Human Resources and Finance and the Board Trustee;
 - 9.2.3. If unresolved, the Board Chair shall refer the issue to the Board as a whole.

Adapted from the Medicine Hat Public Library Code of Ethics Policy.

**SCHEDULE A
CODE OF ETHICS LETTER OF AGREEMENT**

Date

As a trustee with the Town of Peace River Library Board, I agree to abide by the Code of Ethics as expressed in Policy 1_GM.04.2014.

Signed

[Board Trustee]

Signed

[Board Chair]

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

1_GM.05.2014

Page 1 of 1

TITLE	DATE PASSED	DATE AMENDED
Trustee Orientation & Continuing Education	November 26, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
1_GM.05.2014	1_BOARD GOVERNANCE & MAINTENANCE	

Purpose:

The Board recognizes the importance of having informed trustees. In order to ensure this, the Board will provide orientation and education appropriate to its financial and human resources, as well as encourage independent learning.

1. Orientation

- 1.1. The Chair of the Personnel and Policy Committee, along with the Board Chair, will organize an orientation session for new trustees to familiarize them with:

- 1.1.1. The Library Director, the Library, and its services

- 1.1.2. A trustee's responsibilities and duties

- 1.1.3. The provincial library environment

- 1.2. Each trustee will receive the Bylaws and policies in digital format, to be kept current.

- 1.3. Each trustee will receive orientation support materials. Content for orientation is determined by the Personnel and Policy Committee.

2. Education

- 2.1. Trustees are encouraged to attend library conferences as library resources and trustee time permits. Costs are covered in accordance with policy on travel 7_F.03.2014. Priority is usually given to trustees who have not attended previous library conferences; however, at the discretion of the Board Chair, this may be overridden by the needs of the Board.

- 2.2. Trustees attending conferences are expected to share resources and to provide a verbal or written report to the Board.

- 2.3. Trustees are strongly encouraged to attend Trustee workshops provided by Alberta Municipal Affairs. If budget limitations restrict the number of attendees, new trustees have priority.

- 2.4. Trustees are encouraged to take advantage of online learning opportunities such as those available from the Alberta Library Trustees' Association.

3. Association Membership

- 3.1. The Library Board maintains memberships in both provincial and national trustee associations.

- 3.2. Trustees are encouraged to actively participate in trustee associations.

Adapted from Medicine Hat Library Policy

1_GM.05.2014

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: PERSONNEL, Continuing Education

POLICY: 1E/00

DATE REVISED: October 26, 2000

REPLACES: 1E/96 & 1G/96

The Board of the Peace River Municipal Library encourages staff to keep abreast of new library developments which will improve service, by attending meetings and taking library related workshops and courses.

General:

1. For locations outside the geographic area of the regional library system, prior Board approval is required.
2. Budget considerations factor into approval.
3. Adequate staff coverage at the library must be available.
4. Travelling expenses for one vehicle per event will be paid at the current rate paid other municipal employees. Appropriate overnight accommodations and meal expenses will be covered.

Guidelines for Meetings:

1. The Librarian and /or designate will be given reasonable library time to attend Seminars, workshops and meetings of the regional library system, Alberta Culture, and other library related functions, as schedules permit.
2. The Librarian and/or designate will be paid his/her regular library hours when attending meetings or professional development activities.

Guidelines for Workshops:

1. A report and certificate (if applicable) are required upon completion of a workshop before costs will be reimbursed.

Guidelines for Courses:

1. Staff must be an employee of the Library for one full year prior to requesting Board approval for taking courses and being reimbursed.
2. The Board will pay 50% of course fees up front and the remainder will be paid when the employee successfully completes the course.
3. If the staff member does not successfully complete the course, the amount contributed by the Board shall, at the discretion of the Board, be repaid by the employee.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: PERSONNEL, Orientation of Staff

POLICY: 1F/00

DATE REVIEWED: October 26, 2000

REPLACES: 1F/96

The Board of the Peace River Municipal Library stipulates that all employees shall be given a proper orientation upon commencing their employment.

1. The Librarian will supervise all staff orientation.
2. The Librarian shall provide new staff with the Personnel Section from the Peace River Municipal Library Board Policy Handbook.
3. Staff will be shown the Procedures Manual and where it is located, for future reference, as questions arise.
4. Staff will be provided with ongoing orientation through monthly staff meetings.
5. The outgoing Librarian shall provide the new Librarian with orientation regarding procedures and duties involved with the Librarian's position.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

2_FS.01.2012

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TITLE	DATE PASSED	DATE AMENDED
Mission	November 8, 2012	
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.01.2012	2_FOUNDATIONS OF SERVICE	

Purpose:

To describe the portion of the future desired by the Town of Peace River Library Board of Trustees that will be pursued during the 2013-16 period.

The following mission was confirmed as part of the process in 2011-12 to develop a Library Plan of Service:

To engage, stimulate, and connect the community by providing access to resources, tools, and opportunities.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

2_FS.02.2012

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TITLE	DATE PASSED	DATE AMENDED
Vision	November 8, 2012	
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.02.2012	2_FOUNDATIONS OF SERVICE	

Purpose:

To describe the future desired by the Town of Peace River Library Board of Trustees.

The following vision was developed as part of the process in 2011-12 to develop a Library Plan of Service:

Our library is a highly-utilized, welcoming, and accessible community gathering space, which inspires lifelong learning and creativity.

TITLE	DATE PASSED	DATE AMENDED
Statement on Intellectual Freedom	April 3, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.03.2014	2_FOUNDATIONS OF SERVICE	

Purpose:

To articulate the ways in which intellectual freedom will be acknowledged and implemented.

Overview:

All materials in the library are equally available to all members of the community and access to materials of a controversial nature will not be restricted. It is the responsibility of parents or legal guardians to control access to library materials by children.

1. The Peace River Municipal Library Board (PRML) accepts as policy the Canadian Library Association's Statement on Intellectual Freedom, approved by the Executive Council at the 29th Annual Conference in Winnipeg, June 27, 1974; Amended November 17, 1983; and November 18, 1985
 - 1.1. All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.
 - 1.2. Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
 - 1.3. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.
 - 1.4. It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.
 - 1.5. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
 - 1.6. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.
2. In addition, the PRML accepts the Library Association of Alberta's Statement of Intellectual Freedom (May 1998):
 - 2.1. Every Albertan, as embodied in the Canadian Charter of Rights and Freedoms, and as supported in the Alberta Bill of Rights and Alberta's Human Rights, Citizenship and Multiculturalism Act, has the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of democracy and society in Alberta.
 - 2.2. Libraries in Alberta have a fundamental responsibility to protect and promote intellectual freedom.

- 2.3. Alberta libraries have a responsibility to guarantee and facilitate access to all expressions of knowledge, opinion, creativity and intellectual activity including those which some elements of society consider unconventional, unpopular, unorthodox or unacceptable.
- 2.4. To this end, Alberta libraries shall acquire and make available, through purchase or resource sharing, the widest variety of materials and communication media (including the Internet) that support the intellectual and recreational pursuits of both their communities and individual Albertans.
- 2.5. Alberta libraries have a responsibility to guarantee the right of free expression by making available all of the library's facilities and services to any Albertan who needs them regardless of age, religion, ability, gender, sexual orientation, social or political views, national origin, economic status, location and/or level of information literacy.
- 2.6. Alberta libraries provide service based upon the right of each Albertan to judge individually on questions of politics, religion and morality. Parents have the responsibility for determining their children's access to all library materials.
- 2.7. Alberta library employees do not need to endorse or support every idea or presentation contained in the materials they make available. Alberta library employees do have the responsibility to insure that all perspectives are represented in their collections.
- 2.8. Alberta libraries should resist all efforts to limit their ability to protect and promote intellectual freedom, while at the same time recognizing the right of criticism by individuals and groups. All requests for removal or limitation of access to materials must, however, follow the library's written procedures for reconsidering materials.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

2_FS.04.2015

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TITLE	DATE PASSED	DATE AMENDED
Confidentiality of User Records	March 19, 2015	
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.04.2015	2_FOUNDATIONS OF SERVICE	

Purpose: The Peace River Municipal Library Board supports the individual's right to privacy and recognizes the confidential nature of the personal information gathered by the Library. This policy is in accordance with section 7(1) (a) of the Libraries Regulation regarding confidentiality of user records.

1. Definitions:

- 1.1. Board: means the Peace River Municipal Library Board
- 1.2. User record: means, but is not limited to, name, address, date of birth, name of parent/guardian, telephone number, e-mail address, materials loaned, outstanding charges, requests for information and/or materials, use of electronic resources, attendance at programs
- 1.3. Parent: means the custodial parent(s) or legal guardian(s)
- 1.4. FOIPP Act: means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25
- 1.5. Library Resources: means any material, regardless of format, that is held in the Peace River Municipal Library's collection, or borrowed by the Peace River Municipal Library, and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micro materials, toys and games, kits and all digital or electronic materials.
2. The Board supports the Canadian Library Association's Statement on Intellectual Freedom as it relates to access to information and confidential treatment of that access (Policy 2_FS.03.2014).
- 3.1 Access to digital user records is provided to library staff and volunteers as required in order for them to carry out the business of the library. Records of library members are stored on a single database for all Peace Library System (PLS) member libraries, therefore member records may be accessed by other Peace Library System (PLS) libraries' staff if required. In accordance with the FOIPP Act s. 40(1)(k), member records may be shared with other libraries within Alberta for the purpose of collecting late fees and retrieving borrowed materials.
- 3.2 In-house user records are to be accessed only by designated staff for the purposes of billing, account management, statistical analysis and data verification.
4. Upon request, a library user will be given access to all information concerning their records that the library has on file. Access to a user's record is limited to that user with the following exceptions:
 - 4.1. In the case of a library user twelve (12) years of age and under, access is also provided to the parent.

- 4.2. In the case of a library user thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent if the information is provided to aid in the retrieval of overdue library material or the collection of outstanding library charges.
- 4.3. In the case of a person with diminished capacity such that the law has deemed that person not to be responsible for his/her actions, access will be provided to the person(s) noted in the user record as assisting in the management of the care and return of library materials.
- 4.4. In the case of a library user thirteen (13) years of age and older who wishes to allow specified other people full access to his/her user record, access is also provided to those individuals named on a 'Permission for Access' form signed by the person granting access. Full access to the user's record will be provided to the person(s) named on the form until such time as the user rescinds his/her permission.
- 4.5. In the case of a library user twelve (12) years of age and under, full access to the user record is also provided to those individuals named on a "Permission for Access" form signed by the parent. Full access to the user's record will be provided to the person(s) named on the form until such time as the parent rescinds his/her permission or the library user reaches thirteen (13) years of age.
5. User records showing library resources used or user requests for information and/or library resources may be accessed by a law enforcement agency only upon the production of a court order.
6. Where not covered by this policy, access to user records will be in accordance with the FOIPP Act, s.40 (1).

Adapted from the Medicine Hat Public Library policy (2012)

TITLE	DATE PASSED	DATE AMENDED
Patron Code of Conduct	November 10, 2016	
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.05.2016	2_FOUNDATIONS OF SERVICE	

Purpose:

To ensure that library patrons can conduct their activities at the library (view materials, obtain information, learn, or sit and read) and library can work and provide services in a safe, respectful, and comfortable environment.

RULES

In order to preserve a safe, respectful, and comfortable environment for all patrons and staff, patrons are respectfully asked to follow these rules, which augment Bylaw Section 3.3.

1. Attend to your belongings. The library is not responsible for unattended belongings left on the property.
2. Adhere to the Library's policy on *Unattended Children*. A caregiver must accompany any child under the age of 9 and remain in the library, unless the child is attending a library program and is under the direct supervision of library staff. Caregivers are responsible for their child's conduct on library property.
3. Use restrooms only for their intended purpose.
4. Wear a shirt.
5. Remove dirty or wet footwear.
6. Attend to personal hygiene and minimize the use of strong scents. If body odour or scents are offensive enough to be a nuisance to others, you may be asked to leave.
7. Follow established loan procedures before taking library materials outside the building.
8. Use library furniture, equipment, and materials properly, with care, and as intended.
9. Use parking areas and sidewalks properly and safely. These are not recreational areas.
10. Use meeting rooms appropriately.
11. Refrain from entering non-public areas, such as offices, or behind the circulation desk, unless authorized.
12. Comply with posted "(No) Food/Drink" zones. Use the garbage containers.
13. Clean up after yourself at the coffee counter and limit yourself to three cups of coffee a day.
14. Adhere to the library policy on Internet Use.
15. Respect other patrons. Do not stare at, or follow others around with the intent to annoy. Do not play audio equipment so that others can hear it, sing, talk loudly, or otherwise disturb others.

16. Check out library materials on a valid library card. You are responsible for any charges due in accordance with the Library's policies. Failure to pay fines will result in the suspension of borrowing privileges.
17. Not deface or tarnish reading material, or other items in the collection, including furnishings, walls, machines, other library property, or property of other patrons.
18. Leave the library at the designated closing time.

In addition to the above, the following are not permitted on Library property:

1. Sleeping
2. Abusive language or harassment of library staff or other patrons.
3. Solicitation of other patrons or staff for personal, commercial, religious, or political reasons. (Bylaw 3.3.4)
4. Bringing animals and pets into the library, with the exception of aid animals. (Bylaw 3.3.5)
5. Bringing into the building wheeled vehicles or conveyances, other than a wheelchair, walker, or baby carriage/stroller (Bylaw 3.3.6)
6. Sexual activity of any kind, sexual harassment, or indecent exposure.
7. Consumption or possession of alcohol or illegal drugs, being under the influence, or smoking.
8. Monopolizing library equipment, materials, or facilities that prevent others' use.
9. Carrying weapons of any type.
10. Noise-producing activity, including cell phones or while at a public or personal computer, that disturbs others.
11. Fighting, running, playing, entering/leaving the building repeatedly, or engaging in any acts not appropriate to a library.

When disruptive behaviour occurs (Bylaw 3.3.1 No person using the building or grounds shall cause unnecessary disturbance or distress to other library users or staff and/or violate Library Board policy), the following process will take place, depending on the situation and severity of the disruption. some, or all of the following actions may be taken by Library staff members.

1. A staff member will inform the person of how they violated the Library's rules and be given a verbal warning and an opportunity to stop the behaviour.
2. After two warnings, if the behaviour persists, the person will be told to leave the library immediately.
3. Repeated offenses or extremely serious offenses may result in longer or permanent loss of services, at the discretion of the Library Director and/or Board Chair.

4. If a patron is expelled, it will be for a minimum of one month. A letter, sent by mail or email, will be issued to the person informing they are not allowed to enter the library for the period of expulsion. Staff will keep a record of the person responsible for disruptive behaviour.
5. If any expelled patron attempts to re-enter the library before the expulsion is over, or exhibits extremely disruptive behaviour, the RCMP may be called.



CHAIR: _____

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: TRUSTEES, Membership

POLICY: 2A/99

DATE REVIEWED: March 25, 1999

REPLACES: 2A/97

1. Town Council of Peace River is responsible for appointing trustees to the library board.
2. People chosen for a trustee position on the library board shall:
 - a) Be a card carrying member of the library
 - b) Represent a cross-section of the general readership of the library
 - c) Provide the skills and/or background that will contribute to the Board's ability to represent the public.
3. The number of trustees serving on the library board shall consist of no less than 5, but preferably 7, and no more than 10 members.
4. A person who is an employee of the library board is not eligible to be a member of the board.
5. No more than two Town Council representatives may serve on the library board.
6. Appointments to the board shall be for a term of three years.
7. Trustees on the library board are eligible to be reappointed for only two additional consecutive terms of office. The exception would be if at least 2/3 of the Town Council passes a resolution stating the trustees may be reappointed for an additional term.
8. Trustees are appointed to the board on the date set by Town Council.
9. Trustees wishing to resign from the board shall notify the board, in writing, one month prior, if possible, to the date of resignation.
10. A person is disqualified from remaining a member of the library board if he/she fails to attend, without being authorized by resolution of the board to do so, the meetings of the board for three consecutive regular meetings. He/she is deemed to have resigned his/her position on the board as outlined in the Alberta Libraries Act.

TITLE	DATE PASSED	DATE AMENDED
Meeting Room Rental & Use	March 19, 2015	
POLICY #	SECTION	DATE LAST REVIEWED
3_S.02.2015	3_SERVICES	

Purpose:

To maximize availability and ensure fair and reasonable use of the library meeting rooms through:

- Provision of programs and services to the public.
- Partnerships with community agencies and organizations providing programming and activities complementary to the Library's interests.
- Provision of affordable meeting space for use by non-profit and for-profit organizations.

Conditions on Room Rental and Use

1. Persons renting meeting space must be at least 18 years of age.
2. After-hour rentals require proof of liability insurance coverage for the individual or group renting the room as per Town of Peace River Library Bylaw 3.6. The individual renter/organization must guarantee and assume full and exclusive responsibility for any damages to facility property, fixtures or equipment caused by the users during the period of the rental agreement.
3. The individual renter/organization must indemnify and hold the Peace River Municipal Library and the Town of Peace River, its officers, agents and employees harmless for all complaints or suits made or brought for injury to persons or property caused by those using the meeting space, and for any losses, claims, damage, costs and expenses arising out of or resulting from any act of omission of the applicant/user or the meeting room users during the period of the Room Rental Agreement.
4. PRML reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library/art gallery functions, too large for the room capacity, disorderly, dangerous to person or property, illegal (including contravention of the Criminal Code of Canada and the Canadian Charter of Rights and Freedoms) or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, PRML may take into consideration:
 - a. the contents of the application form
 - b. the history of the group's meeting room use in the library
 - c. the history of the group's use of meeting facilities elsewhere
 - d. other information as deemed appropriate.
5. Programs or meetings may not disturb the use by other patrons of the Library or Art Gallery.
6. Permission to use the room does not constitute endorsement or sponsorship of any program or event by the PRML. Groups may identify the PRML and provide its address in publicity for the meeting or event, but may not give out the library's telephone number or invite potential attendees to contact the PRML for information on the event or program.

7. Use of the kitchen facilities is included with the large meeting room bookings. Kitchen facilities will be left in a clean state upon meeting/event completion:
 - a. Dishes, utensils, pots, etc. washed and put away
 - b. Floor cleaned (mopped and spot-cleaned as necessary).
8. Any additional cleaning as deemed necessary by PRML will be billed to the renter.
9. Rental includes the moderate use of flip charts, if needed. Renters requiring large amounts of flip chart paper will provide or leave replacement pad(s).
10. Renters may request the use of the PRML LCD projector for an additional fee.
11. Room users will not attach anything permanently to any surface of the room, but may use products for temporary attachment that will not stain or remove paint.
12. Room users will clean the dry erase board at the close of the meeting and remove used flip chart sheets.
13. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
14. PRML is not responsible for items left in the rooms.
15. Smoking is not permitted in the meeting room or on PRML property, as per Alberta smoking legislation.
16. Liquor may be served after-hours with proper licensing and proof of liability insurance.
17. Adult supervision is required for children associated with the meeting/event.
18. Any concerns regarding the meeting room and its use will be discussed with the renter by the PRML Library Director. Unresolved concerns may be brought forward to the Board at the Library Director's discretion.
19. Library meeting space may not be rented by a business as its primary operating space.

Rental Fees

- Fees for room rental and additional services or penalties are set out in the Town of Peace River Library Bylaw.
- There is no charge for the use of meeting rooms by groups presenting programs in which the PRML is a sponsor or cooperating agency.

Rental/Use Procedures

- Bookings are confirmed once a Room Rental Form is completed and payment is made.
- Groups using a room for regular meetings will complete a Room Rental Form at the beginning of each year. Either party has the right to terminate this agreement upon 30 days of written intent to do so.
- PRML will make every effort to avoid a cancellation, may refuse bookings if the space is needed for library programming, or to cancel with two weeks' notice.

- Individuals/organizations must notify the PRML of any cancellation at least one week in advance of the booking date. A refund will be provided with sufficient notice, but PRML reserves the right to apply full charges to renters who provide less notice.

Adapted from Grande Prairie Public Library and other library policies and Town of Peace River policy.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

3_S.03.2015

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TITLE	DATE PASSED	DATE AMENDED
Arts Exhibitions	November 22, 2011	June 11, 2015
POLICY #	SECTION	DATE LAST REVIEWED
3_S.03.2015	3_SERVICES	Revised 2015-06-11

Purpose

To lay out a process that maximizes visual display availability and ensures fair and reasonable use of the art gallery space.

This policy applies to exhibiting visual arts at the Library. The library will provide exhibit space to artists to promote cultural awareness and provide a commons for public access to expressions of creativity that reflect the diverse cultural interests of our local community and the world beyond. The policy will be implemented by library administration.

1. Exhibitions will be a mixture of shows from local and visiting artists held in solo and group formats.
2. Artists can apply to have an exhibit by contacting the Library Director or designate, who approves exhibits based on the criteria in point 4 below.
3. Exhibitions will generally be no more than one month in duration. If there are other exhibits on the waiting list, exhibitions may be limited to two weeks.
4. Work shall be previewed to meet the following criteria, where the work:
 - 4.1. demonstrates artistic merit and professionalism;
 - 4.2. is consistent with the principles of respect for the dignity and worth of all people;
 - 4.3. does not contain advertisements, solicitations for recruitment, business or fundraising;
 - 4.4. is not in contravention of provincial or federal laws;
 - 4.5. is the original work of the artist; and
 - 4.6. is suitable for display to a diverse audience, including children.
5. The Library Director or designate has the right to determine suitability and may reject any part of an exhibit. This policy is not meant to censor controversial work, but to ensure consideration of the public nature of the library facility and its community service mandate.
6. Once accepted, the artist or group will coordinate and supervise setting up the exhibit. After setup, the original labelled packing materials are to be removed.
7. The artist must submit a display inventory of works to the Library Manager a minimum of one day before the exhibit opening. This list will include title, year constructed, medium, price or value, size of all works in the show, and the artist's signature. Identification display cards are the sole responsibility of the artist.
8. Any work sold by the artist during the show will remain on display for the duration of the show.
9. Artists are required to pay at least 10% of the sale price to the Peace River Municipal Public Library, to support future art and cultural development in the Peace area.

10. The artist or group will submit promotional materials to the Library Director for approval prior to forwarding to local newspapers, other publications and various websites.
11. Exhibit set up and take down is the responsibility of the artist, to be coordinated and supervised by the Library Director or designate.
12. Artworks will be removed within 48 hours after the end of an exhibit by the artist or delegate. The artwork may be removed by the Library Director or designate during regular library hours if the artist fails to complete this task him/herself.
13. Although staff will be alert to the activities in the library, they do not monitor the art and there is no specific security system in the gallery. The artist is responsible for any liability insurance he/she wishes to carry. The library is not responsible for any loss or damage caused by the public, library staff, volunteers or the artists themselves. The library will not offer insurance coverage against theft or vandalism of art works. The Library does have insurance coverage for catastrophic loss due to fire.
14. The artist must sign a waiver form.

This policy was developed after consulting the Art Exhibitions policies and guidelines of other major Canadian public libraries. Thanks especially to the Rocky Mountain House Library.

TOWN OF PEACE RIVER LIBRARY

BOARD POLICY

3_S.05.2014

Page 1 of 3

TITLE	DATE PASSED	DATE AMENDED
Internet & Public Computer Use	May 10, 2012	Renumbered May 1, 2014
POLICY #	SECTION	DATE LAST REVIEWED
3_S.05.2014	3_SERVICES	

Introduction

The Peace Municipal Library (PRML) has developed this policy within the framework of our Vision Statement:

The Peace River Municipal Library Board will connect our communities with the world of information, ideas and experience.

The Peace Municipal Library considers Internet resources an extension of our material collections for library users and one of the richest information resources available to the public. The Internet is also a participatory community space, and an important vehicle for developing community amongst library users.

PRML is not responsible for the content or quality of information retrieved on Library Internet workstations or through the public wireless network.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.

Physical Access

The library will make workstations available for Internet access, word processing, and other public information needs. We will make decisions regarding the number of workstations according to space availability, library priorities, telecommunications capability, and library resources.

- Patron use of Internet workstations will be limited by time per day. We may implement administrative mechanisms such as sign-up sheets.
- The library will make wireless Internet accessible to the public.
- Computer users are responsible for any damage caused to the PRML computer equipment. Any misuse of the computer or Internet access will result in loss of privileges.
- Users will be charged a fee for printing (see Bylaws for schedule of fees).

Content Access

- PRML endorses the Canadian Library Association's Statement of Intellectual Freedom and believes that the freedom of access to information is essential to the health and development of a democratic society.
- Monitoring of a child's (up to 14 years of age) use of the Library and the Internet is the responsibility of the parents/guardians.
- All members of the public, including children, will have access to workstations with no content limitations. PRML may add commercial restrictions on computers designated for children's use.

Acceptable Use of the Internet and Public Workstations

- Users of the Internet must respect copyright law and licensing of programs and data.
- Library workstations are located in public areas shared by library users of all ages, backgrounds, and sensibilities; individuals are expected to consider other patrons when accessing the Internet or electronic resources from the public workstations or personal devices.
- Users must not violate the privacy of another library patron.
- Users must not install software or run any programs on PRML computer equipment that have not been installed by PRML/Peace Library System staff. Users should not develop or use programs that infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computing system. No alteration, damage or destruction of the library's computer hardware is permitted.
- Users must have only one library card, use only their own library card and must not use other individuals' cards.
- Users must not use any workstation or public wireless network for illegal, actionable, or criminal purpose, or seek access into any unauthorized areas, and must not harass other users locally or remotely.
- Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users should not represent themselves as other users.
- The library is not responsible for any fees incurred by use of the Internet.
- The library cannot guarantee the security and confidentiality of any transaction, particularly ecommerce transactions.
- The library is not responsible for any damage to users' disks or external devices that may be connected to or inserted into a library workstation or connected to PRML power.

Library Patrons' Rights

- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings. For legal reasons, complaints from patrons that a user is accessing legally prohibited material may result in a PRML staff member intervening.
- The same confidentiality standards and procedures that apply to other library/public transactions will apply to the use of Internet resources. PRML will make a best effort not to store any individual information on patron Internet use or other PRML electronic information sources. PRML may store cumulative, generic statistics to assure equitable access or measure service utilization and direct information subscription purchases.
- Library patrons have the right to equitable access to electronic information networks.

Adapted from Vancouver Public Library Public Internet & Computer Usage Policy (March 2, 2011)

TITLE	DATE PASSED	DATE AMENDED
Library Hours of Service	June 11, 2015	
POLICY #	SECTION	DATE LAST REVIEWED
3_S.06.2015	3_SERVICES	

Purpose

To establish the process for setting library hours of operation.

Guidance

1. Overall number of hours of operation per week are established by the Board of Trustees as part of annual budget preparations. The goal is to have the largest number possible of open days per year and hours per day within budget and staffing constraints.
2. The Library Director has discretion to alter the library schedule within the service level established by the Board without Board approval, however discussion with Trustees and/or informing Trustees prior to implementation is preferred.
3. The Library will be closed to the public as follows:
 - 3.1. All public and statutory holidays
 - 3.2. Up to 2 days annually for staff professional development
 - 3.3. Emergency situations
 - 3.4. Extenuating circumstances, in consultation with Board Chair
4. Library closures for an extended time (for example, over Christmas) require Board approval.
5. The library will be open for a minimum of 40 hours, while striving to achieve the Library Service Excellence level of 50 hours.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT:	COLLECTION DEVELOPMENT:	POLICY: 3A/99
	Materials Selection	

DATE REVISED: April 22, 1999	REPLACES: 3A/97
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1. The Board believes the library collection is for all residents of the community and should include materials of literary, educational, informational and recreational value.
2. Responsibility for selection of materials rests with the librarian, who will operate within the framework of the policies determined by the Board of Trustees.
3. "Selection" refers to procedures or decisions governing the addition and retention of books or other materials in the collection. It does not refer to reader guidance.
4. Materials are selected on the following basis:
 - a) author's reputation and his/her significance as a writer
 - b) recommendation or notation by reviewers, critics or general public
 - c) importance of the subject matter to the collection
 - d) scarcity of material on the subject
 - e) availability of the material from other sources (i.e. interlibrary loans)
 - f) timelessness or permanence of the material
 - g) price
5. Strong considerations shall be given to keeping a comprehensive selection of materials by Canadian authors or centered on Canadian content.
6. Priority will be given to purchasing all materials through the Peace Library System, as our membership grants us better purchasing power. Other sources should be employed only in rare instances.
7. No library materials shall be excluded because of race, nationality, or political or social views of the author. In establishing this policy, the Board endorses the Canadian Library Association's Statement on Intellectual Freedom, adopted by the Canadian Library Association in Winnipeg, June 1974 and amended November 17, 1983 and November 18, 1985. (See attachment).
8. Since the library is a tax-funded institution, any citizen has the right to question the inclusion or exclusion of any title in the library's collection. The librarian will address all complaints, concerning the selection of specific titles, only if submitted in writing using the prescribed form provided. (See attachment). Citizens unwilling to accept the decision of the librarian may appeal to the Board.

Checklist for Review Committee's Reconsideration of
Non-Fiction Material

Title _____

Author _____

1. Purpose:

- a) What is the overall purpose of the material?

- b) Is the purpose accomplished?

_____ Yes

_____ No

2. Authenticity:

- a) Is the author competent and qualified in the field?

_____ Yes

_____ No

- b) What is the reputation and significance of the author and publisher/producer in the field?

- c) Is the material up-to-date?

_____ Yes

_____ No

- d) Are information sources well-documented?

_____ Yes

_____ No

- e) Are translations and retelling faithful to the original?

_____ Yes

_____ No

Reconsideration Checklist

3. Appropriateness:

- a) Is the material in accordance with the goals and objectives of the materials selection policy?

_____ Yes

_____ No

- b) Is it appropriate to the age level it was intended?

_____ Yes

_____ No

- c) Are the illustrations appropriate to the subject and age levels?

_____ Yes

_____ No

4. Content:

- A) Is the content of this material well presented by providing adequate scope, range, depth, and continuity?

_____ Yes

_____ No

- B) Does this material present information not otherwise available?

_____ Yes

_____ No

- C) Does this material give a new dimension or direction to its subject?

_____ Yes

_____ No

Reconsideration Checklist

5. Reviews:

- A) Source of review(s)

_____ Favorably reviewed? _____ Unfavorably reviewed?

- B) Does this title appear in one or more reputable selection aids?

_____ Yes _____ No

If yes, please list titles of selection aids,

6. Additional comments:

7. Recommendations of the Review Committee for treatment of challenged material:

Date

Signatures of Review Committee members:

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: COLLECTION DEVELOPMENT: Weeding and
Maintaining the Collection

POLICY: 3B/99

DATE REVIEWED: April 22, 1999

REPLACES: 3B/97

1. The collection is evaluated regularly and material is weeded according to selection criteria and physical condition.
2. Guidelines the librarian may use for weeding are available in various publications. These guidelines suggest how long materials may be held in a subject area. The general criteria for weeding include:
 - a) Physical conditions- worn out, dirty, damaged, ragged binding, missing, or torn pages
 - b) Subject matter- information is no longer accurate, duplication of materials in a seldom used area, materials having outdated items or style or having been superseded by updated editions.
 - c) Publication or acquisition dates:
 - Ten year maximum for non-fiction material
 - Five year maximum for most science technology or travel materials
 - Basic materials, such as biographies, literary criticisms and cookbooks which do not date, should be kept as long as they are useful
 - Materials purchased to support local interests should be weeded when interest programs change
 - d) Usage guidelines- the librarian determines what constitutes lack of use. Exceptions shall be made for the following:
 - Classics, considered basic to the library collection
 - Books by an author who is still publishing
 - Non-fiction will be determined by both circulation and in-house use
 - Canadian and/or local authors or books centered on Canadian and/or local interests shall be maintained as an important focus of the collection
3. Materials and other items weeded at the discretion of the librarian may be:
 - Exchanged with or donated to another library or organization
 - Donated to teachers for classroom use
 - Sold to the public through book sales
 - Recycled or destroyed

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: COLLECTION DEVELOPMENT: **POLICY:** 3C/99
Gifts and Donations

DATE REVIEWED: April 22, 1999 **REPLACES:** 3C/97

1. The criteria for selection also applies to the acceptance of gifts and donations of books and other materials to the library.
2. Gifts will not be accepted with the understanding that the library may dispose of them as it deems suitable.
3. The library will not accept any materials that are not outright gifts.
4. No charitable donation receipts will be issued indicating monetary value for gifts in kind.
5. Any person wanting to purchase specific materials for the library should consult with the librarian to determine what materials would be accepted.
6. Subject to the discretion of the Board, a reasonable amount of publicity will be allowed regarding gifts.

**PEACE RIVER MUNICIPAL LIBRARY BOARD
POLICY**

SUBJECT:	COLLECTION DEVELOPMENT:	POLICY: 3D/99
	Unordered Materials	

DATE REVIEWED: April 22, 1999	REPLACES: 3D/97
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It is the policy of the Board to return all unordered books and materials.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

4_OP.04.2014

Page 1 of 1

TITLE	DATE PASSED	DATE AMENDED
Unattended Children	June 6, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
4_OP.04.2014	4_OPERATIONS	

Purpose:

- To ensure the safety of all children visiting the Peace River Municipal Library and Art Gallery.
 - To help ensure that visits to the Library are a positive experience for families.
 - To create an environment in which all patrons can enjoy a safe and pleasant atmosphere.
1. The library welcomes children of all ages, but it cannot be responsible for their safety or supervision. Parents and caregivers are reminded that children may be at risk in a public place and shall not be left unattended in or about the Library premises.
 2. Children under the age of 9 (8 and under) should be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person over 12 years of age. Adequate supervision means that the child is within sight of the parent or caregiver at all times. Well-behaved children between the ages of 9 and 11 may use the children's area of the Library without direct supervision, so long as their parent, guardian or caregiver remains in the Library for the duration of their visit. Children 12 and over may use the library unsupervised provided they are able to maintain proper behaviour.
 3. Parents and/or guardians are responsible for their children's behavior in the library and must stay in the Library during programs that their children are attending. Children deemed out of control or disruptive to other patrons or library staff will be asked to leave.
 4. The Library is a public building with staff trained to provide public library services. The Library is not equipped—nor is it the Library's role—to provide long or short-term child care.
 5. If a child is left in the Library without proper supervision, staff may call Social Services (first), or the RCMP (second) to report an abandoned child.
 6. If children are not supervised properly while in the Library, staff may ask the child and those accompanying the child to leave the premises.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: PROGRAMMING

POLICY: 4A/99

DATE REVISED: April 22, 1999

REPLACES: 4/97

1. All programs shall reflect the Library's goals and promote its use. They must be well-planned and avoid duplicating what other agencies have in place.
2. The Librarian's thorough knowledge of the community, customer interests and reading habits will help to provide them with the right program at the right time.
3. Program format and content will be planned by the Librarian. Yearly program plans must be in place and presented to the Board prior to the setting of the year's budget. yearly program plans do not preclude special events or spontaneous ideas which may initiate short programs.
4. Careful planning is necessary for program success. Consideration must be given to the demands a program may create, through the program itself and the subject mater it covers, and how the Library may accommodate with staff and resources.
5. Each program should directly or indirectly offer the Library a link to the community and/or achieve a Library objective. Once it has been determined that the program meets Library goals, every effort must be made to promote the program effectively.
6. The Library may draw on its own staff, community residents and an outside agency or organization when implementing programs.
7. At the conclusion of each program, there should be an evaluation. This evaluation should be made by those staff members directly involved with the program. A copy of this evaluation should be made available to the Board for their information.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: PHYSICAL FACILITY **POLICY:** 5A/03

DATE APPROVED: November 27, 2003 **REPLACES:** 5A/99

Objective: To create an environment in which all patrons can enjoy a safe and pleasant atmosphere.

1. The portion of the building used for public libraries purposes is open to any member of the public free of charge during the operating hours set by the Board.
2. No person using the library building shall:
 - a) conduct him/herself as to cause unnecessary disturbances to other library users and/or library staff
 - b) remove any library item from the library building unless they are a borrower in good standing and the library item has been properly checked out to them, in accordance with established procedure
 - c) without the librarian's approval, enter or remain in the library building except during hours of operation
 - d) damage or deface any library property either on the premises or while entrusted to their care as a borrower
3. The library welcomes children of all ages, but it cannot be responsible for their safety or supervision. Young children must be supervised by a responsible parent, guardian or caregiver while using the library facility. Parents/guardians are responsible for their children's behaviour and must stay in the library during the programs they are attending. Parents are reminded that the library is a public place and it is not the library's role to provide long or short-term child care.
4. The library staff will ask a patron to leave should he/she be disturbing or harassing other library users or library staff and/or disregarding the rules of using the library facility.
5. It is the Board's responsibility to ascertain that insurance coverage supplied by the Town but paid for by the Board be adequate and the deductible be reviewed annually.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: PHYSICAL FACILITY, Maintenance **POLICY:** 5B/99

DATE REVIEWED: June 22, 1999 **REPLACES:** 5B/97

1. Maintenance of the library is the responsibility of the Town. The Librarian will act as the liaison to the Town, reporting-items requiring maintenance. The Board will be kept informed through the monthly Librarian's report on building maintenance as it happens.
2. The Library Board is responsible for budgeting for annual steam cleaning and maintaining an adequate supply of cleaning materials for the janitorial staff.

TITLE	DATE PASSED	REPLACES
Human Resources	January 10, 2019	6_HR.01.2018, 1D/18, 6_HR.07.2018
POLICY #	SECTION	DATE LAST REVIEWED
6_HR.01.2019	6_HUMAN RESOURCES	January 10, 2019

Purpose

To establish policy for basic human resource practice by authority of Libraries Act Regulation 11.3, Section 40. Human resources (personnel) policies are developed by the Human Resources & Policy Committee and approved by the Board of Trustees. The Library Director is responsible for implementation of policies.

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1. Principles

- 1.1 The Town of Peace River Library Board of Trustees recognizes that employees are its most valuable asset. A knowledgeable and skilled workforce is essential to the accomplishment of the Library's mission and strategic directions.
- 1.2 The Peace River Municipal Library (PRML) shall be staffed by suitably qualified employees with the knowledge and ability to help Library users find information and provide service according to their needs and interests, within the ability of PRML to provide for these needs and services.

- 1.3 The Town of Peace River Library Board of Trustees aims to maintain a fair, equitable, and safe workplace.
- 1.4 The Town of Peace River Library Board of Trustees provides employees with opportunities to use their skills to achieve further development, within the ability of the library.
- 1.5 Any TPRLB policy that is inconsistent with Alberta legislation (e.g., Employment Standards Code, Human Rights) is superseded by that legislation.

2. Definitions

- 2.1 Employer: The Town of Peace River Library Board of Trustees
- 2.2 Immediate Family:
 - 2.2.1 spouse, any person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage parent, including step-parent and legal guardian
 - 2.2.2 child, including step-child
 - 2.2.3 sibling and children of siblings (nieces or nephews)
 - 2.2.4 father/mother-in-law, brother/sister-in-law, son/daughter-in-law
 - 2.2.5 any family member who lives with the employee on a permanent basis
 - 2.2.6 grandchild
- 2.3 Common Anniversary Date: Set as December 1st; a common date when employees may see pay increases and changes to vacation accrual, if applicable. Applies to Employees hired before September 1st of the year in question. Employees hired after September 1st will be considered for changes December 1st of the following year.
- 2.4 Employee: Any person who receives or is entitled to wages from the Town of Peace River Library Board (including a former employee); and who is (or was) entrusted with operation and/or the security of the PRML in the course of provision of Library service to the community.
- 2.5 Employee, Full-time: A person who has completed his/her probationary period, and who is employed on a continuous basis for a minimum of 30 hours per week.
- 2.6 Employee, Permanent Part-time: A person who has completed his/her probationary period, and who is employed on a continuous basis for at least one shift (3.5 hours) per week.
- 2.7 Employee, Wages: A person who is in a temporary position (for example, employees under 18, summer students, casual).
- 2.8 Holiday: The 24-hour period commencing at 12:00 AM of a day designated as a paid holiday
- 2.9 Overtime: Work performed by a non-salaried employee in excess of 8 hours per day or 44 hours per week.
- 2.10 Leave of Absence: Any working day or part thereof taken without pay for any reason other than sickness, holiday, or compassionate leave.

3. Employment and Authority

- 3.1 All employees are employed by the Town of Peace River Library Board of Trustees.
- 3.2 Human resources/personnel policies are in accordance with the Alberta Human Rights Act and the minimum Alberta Employment Standards Code and Regulations.

4. Confidentiality of Employee Records

- 4.1 The Library Board will protect the confidentiality of employee records through appropriate measures.
- 4.2 Employee personnel files are only available to the following:
 - 4.2.1 The employee
 - 4.2.2 The Library Director or the employee's direct supervisor
 - 10.2.3 The Human Resources and Policy Committee only when dealing with a grievance and only those documents relevant to the grievance (see also Grievance Policy).
 - 4.2.4 All employee records will be maintained in accordance with the Freedom of Information and Protection of Privacy Act and Regulations. At minimum, for paper files this means in a locked cabinet; for digital files, on a password-protected computer or storage service.

5. Hiring

The Town of Peace River Library Board (PRML) is committed to hiring the most qualified people in terms of attitude, skills, and ability to meet the position's needs, in a fair, equitable, and consistent manner. All selection decisions will be administered without regard race, place of origin, colour, religious beliefs, age, gender, sexual orientation, gender identity or expression, marital status, family status, physical or mental disability, ancestry (Alberta Human Rights Act). Decisions will also be administered without regard to size, genetic characteristics, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

- 5.1 All recruitment and selection activities will be free from undue influence and unsolicited feedback from those not directly involved in the recruitment process.
- 5.2 Where possible current staff members may be offered positions when they become available. If no suitable candidate is available internally then the position will be posted and advertised.
- 5.3 When positions are available, current employees are welcome to apply.
- 5.4 Positions may be advertised in a variety of ways, including in the library, on the library's website, in local media and through social media, and/or at other agencies, as deemed appropriate for the position.
- 5.5 Immediate family members (see definition above) will not be considered for employment, including those related to the Library Director or trustees. Employees who are not related when hired but later become family members will not be considered for promotion if the new position is under or is supervised by an immediate family member.

- 5.6 Current trustees may not apply for library positions.
- 5.7 Interviews are conducted by a minimum of two people, including the supervisor.
- 5.8 Applicants whose qualifications best match the needs of the position are interviewed.
- 5.9 All applicants will be subject to a fair and equitable process that will be as consistent as is reasonably possible.
- 5.10 Immediate family members of current employees shall not be hired into a position where there is a reasonable possibility that the person may supervise or be supervised by a member of their immediate family.
- 5.11 An official offer of employment shall be sent to new employees listing the position, remuneration, and hours of work.
- 5.12 Written acceptance of a position is required.

6. Conditions of Employment

- 6.1 Criminal Record with the Vulnerable Sector Check and Child and Youth Intervention Measures Check.
 - 6.1.1 All employees hired for a position within the Peace River Municipal Library shall provide the library with these documents on or before the first day of employment. The full cost of obtaining the documents will be the sole responsibility of any future employee.
 - 6.1.2 Employment will only be allowed upon review of the criminal record check if the criminal record check contains no historic offenses that may lead the Library to believe that working in the library, within close proximity to minors and other such vulnerable individuals, would put the patrons at risk.
 - 6.1.3 Under no circumstances will any individual with a history of abuse of those identified as vulnerable be allowed employment with the library.
 - 6.1.4 Renewal of records checks may be requested.
- 6.2 Probationary Period
 - 6.2.1 All employees hired for a position within the Peace River Municipal Library are subject to a 3-month probationary period and may be dismissed or may resign during that period without notice, as per Alberta Employment Standards.
 - 6.2.2 The employee shall be confirmed in the position upon the successful completion of the probationary period; if benefits are available, they will then commence.
- 6.3 Termination
 - 6.3.1 Any employee may be released from his/her duties in accordance with the Alberta Employment Standards Act.

7. Job Descriptions

- 7.1 The Library Director Job Description will be reviewed at least every 3 years by the Human Resources and Policy Committee.
- 7.2 Library staff job descriptions will be reviewed at least every 3 years by the Library Director and the Human Resources and Policy Committee.

8. Performance Reviews and Disciplinary Action

- 8.1 Under the direction of the Library Director, all employees will receive a written performance review every twelve months.
- 8.2 All new employees will receive a written review at the end of the third month of employment.
- 8.3 If more frequent reviews are required, they shall be carried out at the discretion of the Library Director.
- 8.4 All completed reviews shall be signed by the Library Director and the employee and placed in the employee's file.
- 8.5 If disciplinary action is required, it will be done according to Alberta Employment Standards and a formal write-up will be prepared for the employee and signed (or if refused, documentation to that effect).
- 8.6 Pay increases will be discussed during performance reviews. Any increases will occur within one month of the Common Anniversary.
- 8.7 Library Director Performance Reviews
 - 8.7.1 A 3-month review of a new Library Director will be carried out by the Human Resources and Policy Committee, which will be signed by the Library Director and Chair of the Committee. The process will include a review of the components of the job description, performance meeting Plan of Service objectives, as well as other components agreed to by the Committee and Library Director.
 - 8.7.2 The Library Director will participate in an annual performance review (or a shorter time if there are concerns warranting more frequent review), conducted by the Board Chair and one member of the Human Resources and Policy Committee.
 - 8.7.3 The review process will be developed by the Human Resources and Policy Committee in consultation with the Library Director and will include feedback from Board trustees and staff. Individual feedback is confidential, seen only by the Chair of the Human Resources and Policy Committee, who compiles it as part of the review process. If during the review process there are serious concerns about the ability of the Library Director to fulfill job requirements, all Committee members will have access to the compiled information.
 - 8.7.4 A detailed report is prepared for the Library Director and her/his personnel file, and a summary provided to the Board.

9. Salaries, Wages and Benefits

- 9.1 Wages, benefits, and conditions of employment should be reviewed by the Human Resources and Policy Committee prior to October 30th of each year for the upcoming fiscal year, subject to the requirements of the Town Council budgeting process. Changes will be brought to the Board by the committee as recommendations for approval by the Board.
- 9.2 The Board reserves the right to review salaries, wages, and benefits at any time.
- 9.3 Staff shall be paid wages at an hourly rate unless otherwise stated by the Board.
- 9.4 The Town of Peace River Library Board may use a payroll service, under the supervision of the Library Director.
- 9.5 Employees will be paid bi-weekly, through direct deposit.

10. Health Benefits Account

- 10.1 All Permanent Full-time employees are eligible for an annual \$500 Health Spending Account. Items claimed must be related to physical or mental health wellness or illness expenses and approved by the Library Director.

11. Employee Time Records

- 11.1 Employees should submit a time sheet to the Library Director at the end of each pay period.
- 11.2 The Library Director shall maintain a record of all hours worked, as well as sickness or other periods of absence for her/himself and all employees. In addition, a record of available vacation time and banked time for the Library Director and all employees must be maintained.

12. Banked Time

- 12.1 If a staff member wishes to work extra hours, bank the time, and then take the equivalent amount of time off, hour for hour at a later date, an agreement in writing made in advance must be made with the Library Director or, in the case of the Library Director, the Board Chair. Any banked hours must be approved in advance by the Library Director.
 - 12.1.1 Banked time that is also overtime (either exceeding 8 hours per day or 44 hours per week) must be recorded at 1.5 times the hours worked, to be taken off at a later date. Any overtime hours must be approved in advance by the Library Director.
- 12.2 Limits of banked time accumulated:
 - 12.2.1 no more than one week;
 - 12.2.2 a minimum of half an hour banked (worked) per day;
 - 12.2.3 a maximum of two hours banked (worked) per work day;
- 12.3 Banked time must be used within 6 months of being generated. If it is not, it will be paid out at the rate of pay in place on the day the 6 months expired.
- 12.4 Banked time is not compensated with pay and, if leaving the employ of the Town of Peace River Library Board, an employee's banked time will be paid out at 1.0 the hours recorded.

12.5 The amount of time taken and the timing of it must be approved by the Library Director (or in the case of the Library Director, by the Board Chair).

12.6 Banked time will be recorded regularly by the Library Director.

13. Statutory Holidays

13.1 The Board recognizes the following as paid, to be paid in accordance with Alberta Employment Standards:

New Years	Easter Monday	Heritage Day	Remembrance Day
Family Day	Victoria Day	Labour Day	Christmas
Good Friday	Canada Day	Thanksgiving	Boxing Day

14. Annual Vacations

14.1 Full-time Management, including the Director, Library Technician, Library Assistant III, and Programs Coordinator will be entitled to receive paid vacation as follows, commencing from the date of employment.

- 14.1.1 During the first 3 years of employment: 6%
- 14.1.2 During 4 – 10 years of employment: 8%
- 14.1.3 After 10 years of employment: 10%

14.2 Non-management full-time employees (30+ hours per week) will be entitled to receive an annual paid vacation as follows.

- 14.2.1 During the first 3 years of employment: 4%
- 14.2.2 During 4-10 years of employment: 6%
- 14.2.3 After 10 years of employment: 8%

14.3 Part-time and/or temporary employees will receive vacation pay, payable as accumulated on each paycheque (bi-weekly), at the rate of 4%. After three full years of service, the rate will increase to 6%.

14.3.1 Any vacation granted to part-time and/or temporary employees will be unpaid.

14.4 Full-time employees who have unused vacation pay accrued at the time of the termination of their employment will be paid out the amount owing, limited to unused pay accrued in the current and previous calendar year.

14.5 Prior to taking vacation, the employee must have sufficient vacation pay accrued.

14.6 Accrued hours can be used as earned, but must be used no later than the end of the following calendar year.

14.7 Approval for library staff vacations or unpaid time off must be given by the Library Director, or, the case of the Library Director, by the Board Chair.

15. Breaks

Meal Breaks

- 15.1.1 Meal breaks will be scheduled for staff when their scheduled shift is 5.0 hours or longer, as mandated by Alberta Employment Standards.
- 15.1.2 Meal breaks are to be 30 minutes in duration and are unpaid for all employees.
- 15.1.3 An exception is made only in cases where there are only 2 employees on shift and there is no reasonable way for a third employee to accommodate breaks, requiring staff to remain at the library. In such cases where staff are not permitted to leave for their meal break, the meal break shall be paid.
- 15.1.4 Staff may request an extended unpaid meal break, with the approval of the Director.

15.2 Rest Breaks

- 15.2.1 When possible, staff may take a 15 minute paid rest break once for every 4 hours of work. Staff must be available to be recalled from rest breaks if needed, hence staff must prioritize library needs in considering leaving the premises during their rest break.
- 15.2.2 Staff are discouraged from combining rest breaks with meal breaks, and must seek supervisor approval if such a break is intended to be offsite.

15.3 Breaks - General

- 15.3.1 Staff are prohibited from using their breaks to begin their shift late or end of their shift early.
- 15.3.2 It is the responsibility of staff to ensure that breaks are taken. Missed breaks will not be compensated and cannot be banked for later use.
- 15.3.3 It is the responsibility of staff to help enable others to take their breaks, when possible and appropriate.
- 15.3.4 If you become unwell or experience another issue, you may ask for an impromptu break. If you believe that you need a break lasting more than 30 minutes, please speak to your supervisor.
- 15.3.5 Staff may take reasonable breaks to use the toilet as needed.

16. Employee Absences. The following procedure applies to employees who need to be absent from a planned shift:

- 16.1 Employees requiring an absence **must phone the Library Director** regarding the absence as early as possible before the start of a shift. A message may be left if the Library Director is not available.

- 16.1.1 In addition, the employee will call the library and leave a voicemail or speak to the senior person at the Circulation Desk as soon as possible, unless otherwise directed by the Library Director.

16.2 Employees who are absent without notice may be subject to disciplinary action.

- 16.2.1 When an employee is absent at the beginning of their shift without notice, staff should notify the Library Director in person or by phone as soon as possible, within the hour.

- 16.2.2 The Library Director or a designated team lead shall contact the absent employee by phone. If the call goes unanswered, a voicemail shall be left notifying the employee of their absence and requesting follow up contact.
- 16.2.3 If the absent employee does not follow up contact within 3 hours of the start of their shift, a second call will be made. If there is no answer and an emergency contact is on file, the emergency contact may be notified to ensure the safety of the missing employee. Staff will only disclose that the employee has not shown up for the shift.
- 16.2.4 If no follow up contact has been received within 24 hours, the Library Director shall again call the employee, and email their work and any personal email addresses on file.
- 16.2.5 Employees who do not follow up within 72 hours of a missed shift shall be deemed to have abandoned their employment, and shall be terminated in accordance with Alberta Labour Standards.

17. Sick Days

- 17.1 Hours credited for this purpose may be taken by an employee for illness and deducted from the accumulated sick leave credits.
 - 17.1.1 Where an employee received wages or salary while unable to work due to the act or negligence of a third party in circumstances where the employee may be entitled by law to recover his wages or salary from that third party by legal action, settlement or otherwise, the Board, and where applicable, its insurers shall be subrogated to the right of the said employee to recover said wages or salary.
- 17.2 A permanent, full-time employee will be credited 4.84 hours per pay period for the purpose of sick day credits up to a maximum of 840 hours (120 days).
- 17.3 Permanent, part-time employees who average 16-29 hours per week will be credited 2.42 hours per pay period for the purpose of sick day credits up to a maximum of 210 hours (30 days).
- 17.4 Permanent, part-time employees who average 15 or fewer hours per week and/or any temporary or casual employees will be credited 1.21 hours per active pay period for the purpose of sick day credits up to a maximum of 21 hours (3 days).
- 17.5 An employee who is absent from work without prior authority shall communicate the reasons for his/her absence to the Director within one hour of the commencement of his/her work shift. When an employee is unable to contact the Director within the time specified, he/she shall do so as soon as possible with an explanation for the delay in advising earlier.
- 17.6 An employee taking sick days may be required by the Library Director to produce a certificate from a qualified medical practitioner, if requested by management, and in any event shall produce a certificate from a qualified medical practitioner for time taken in excess of three consecutive days.
- 17.7 When an employee is granted a leave of absence without pay and returns to the service of the library on expiration of such absence, the employee shall not receive sick leave credits for the period of absence, but shall retain any accumulated credits existing at the time the leave was granted.

- 17.8 Sick leave without pay may be granted at the discretion of the Librarian or Board Chairperson to any employee who does not qualify for sick leave with pay, or who is unable to return to work at the termination of the period for which sick leave may have been granted.
- 17.9 There is no re-instatement of sick days granted to an employee who voluntarily leaves the Library's employ and is subsequently re-hired.
- 17.10 Any employee abusing sick day entitlements may be dismissed from employment.

18. Leaves of Absence

18.1 Unpaid Leave of Absence

- 18.1.1 An employee desiring a leave of absence for any length of time and for any reason must apply to the Library Director or Board Chair.
- 18.1.2 The Library Director/Board Chair may approve the granting of such leave, which will be without pay.
- 18.1.3 Employees requesting such leave must apply in writing and shall submit a letter of application 30 days prior to the expected commencement of such leave. Exceptional circumstances will be dealt with on an individual basis.
- 18.1.4 Upon leave being granted, an employee will notify the Library Director/ Board Chair in writing of his/her expected return to duties 30 days prior to such return.

18.2 Bereavement Leave

- 18.2.1 Three days of bereavement leave shall be available annually to an employee without loss of pay in the case of death of a member of the employee's immediate family or their spouse/partner's immediate family.
- 18.2.2 Such family members include: Spouse/Adult Interdependent Partner/Common-Law Partner, Children (and their spouse), current or former Foster Children (and their spouse), current or former Wards, Parents/Step-Parents/current or former Guardians/Foster Parents (and their spouse), Siblings/Half-Siblings/Step-Siblings (and their spouse), Grandchildren/Step-Grandchildren, Grandparents/Step-Grandparents, Aunts/Step-Aunts, Uncles/Step-Uncles, Nieces and Nephews (and their spouse), and a person the employee isn't related to but considers to be like a close relative.
- 18.2.3 Paid or unpaid leave in excess of three days per year may be granted at the discretion of the Director or Board Chair.

18.3 Jury Duty

- 18.3.1 Employees are allowed an unpaid leave of absence from work to serve as a juror when summoned (see Jury Act (Section 23)). In addition, employees may take an unpaid leave of absence if subpoena to attend a court proceeding. The employee will provide documentation to the Library Director regarding the summons or subpoena as soon as possible in order to allow time to arrange alternative staffing.

18.4 Additional Leaves

18.4.1 Additional Leaves enshrined in the Alberta Employment Standards Act include Maternity Leave, Parental Leave, Death or Disappearance of Child Leave, Compassionate Care Leave, Critical Illness Leave, Domestic Violence Leave, Long-term Illness and Injury leave, Citizenship Ceremony Leave, and Reservist Leave. The Director and/or Board Chair will follow the minimums set out by the Act if such leaves are required.

19. Employee Pay Grid (Schedule A)

	Start*	Max**
Custodian, Shelving Clerk, & Summer Assistant	\$15.00	\$17.38
Library Assistant I / Interlibrary Loans Clerk	\$16.00	\$18.54
Programs Assistant & Summer Coordinator	\$17.00	\$19.70
Library Assistant II	\$18.00	\$20.86
Programs Coordinator, Records Clerk, Library Tech (Certificate), & Library Assistant III	\$19.00	\$22.02
Library Tech (Diploma)	\$21.00	\$24.34
Assistant/Acting Director	\$25.00	\$28.98
Director	\$28.50	\$33.03

*PRML strives to award a 3% increase annually when funding levels are sufficient. **Employees earning the maximum wage will be considered for a pay increase only if the wage grid increases for their position.

20. Travel Time & Mileage.

20.1 All employees will receive their current wage rate for travel time incurred for training, education, and work purposes.

20.2 Mileage will be paid to staff who have to use their personal vehicles for work and training related travel at a rate of \$0.505 per kilometre.

20.2.1 When possible, staff traveling to the same location will carpool.

20.2.2 All travel must be pre-approved by the Library Director.

20.2.3 Staff should submit a mileage reimbursement form to receive compensation.

Library Director	DATE PASSED	REPLACES
	March 22nd, 2018	6_HR.02.2013
POLICY #	SECTION	DATE LAST REVIEWED
6_HR.02.2018	6: HUMAN RESOURCES	March 22nd, 2018

In keeping with the mission of the PRMLB the Library Director is responsible for developing and supporting all efforts necessary to maintain the Peace River Municipal Library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to ensure a consistent flow of communication.

Planning and Policy-Making

A clear statement of library policies insures that decisions about all aspects of the PRML are consistent and fair. Working with the Board, the Library Director:

- Develops long range plans to support and promote the mission of the library.
- Develops short term plans to address specific issues facing the library as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

Library Services

The regular assessment and development of library services is important to fulfilling the PRML mission. To support these efforts the Library Director:

- Plans, organizes, and regularly evaluates the Plan of Service that supports the mission of the PRML and reflects the needs of the Peace River community.
- Oversees the selection(s) of library materials and maintenance of; including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees and the PRML annual report.

Financial Operations

The coordination of all aspects of fundraising and expenses is vital to insuring the financial stability of the PRML. In order to insure efficient and responsible management of the library budget the Library Director:

- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budget requests to Board.
- Administers and monitors expenditure of library funds to stay within approved budget.
- Works with Bookkeeper to review monthly reports and keep abreast of various funds and accounts.
- Identifies, pursues and supports all fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.
- Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

Public Relations

As per the Public Relations Policy of the PRML, the Library Director:

- Manages internal and external communication of the PRML including but not limited to brochures, newsletters, fliers, and newspaper articles.
- Identifies and pursues public relations opportunities that engender good will toward and promotion of the PRML.
- Develops and maintains cooperative relationships with the Peace River Town Council, Peace River School Boards (Catholic and Public), and other community organizations.

Personnel Management

As the immediate supervisor of all library personnel, the Library Director:

- Recruits, trains, evaluates and, when necessary, terminates all staff and volunteers.
- Assigns duties, defines staff responsibilities, and administers wages.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.
- Maintains and manages Staffing hours; including sick time and holidays.

Physical Plant Management

The Library Director's oversees all aspects of the physical plant, grounds and equipment. The Library Director:

- Schedules and supervises contract services, maintenance personnel and takes appropriate action in emergencies.
- Purchases equipment and furnishings as needed.
- Provides leadership and direction for major development projects including construction and renovation of facilities.
- On-call: first responder when Library is closed, or in emergency situation. The PRML Board will pay \$50.00 a month towards ones' phone bill.

Board of Trustees Representative

The Library Director informs the Board of Trustees of all relevant library business. As an ex officio member of the board, the Library Director:

- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management wherever possible.
- Serves as ex officio member on Board committees.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director:

- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.
- The Library Director's job also includes any other duties that are requested by the Board of Directors or that are essential to ensuring that the SLA provides the best possible library service to the community. The Library Director will be evaluated by the Board annually.

Compiled with assistance from Small Library: Sherman County, Connecticut and Medicine Hat, Alberta.

Prevention of Harassment & Discrimination	DATE PASSED	REPLACES
	August 16th, 2018	
POLICY #	SECTION	DATE LAST REVIEWED
6_HR.03.2018	6: HUMAN RESOURCES	August 16th, 2018

POLICY

In accordance with workplace rights set out under the Alberta Human Rights Act, employees in the Workplace have the right to the following:

- ♦ Freedom from Harassment
- ♦ Equal treatment without Discrimination

Harassment and Discrimination against organizational stakeholders in the Workplace based on a Protected Ground will not be tolerated.

Decisions pertaining to all areas of work including recruitment, hiring, training, transfers, terminations, layoffs, counselling, compensation, hours of work, benefits, and performance reviews are based on job performance, merit, and qualifications.

Here's what you need to know:

- ♦ The Peace River Municipal Library will provide you with Harassment, Discrimination, and Workplace Violence prevention training so that you're clear about roles, responsibilities, accountability, and the information and procedures outlined in this Policy.

PROCEDURE

Definitions

Harassment & Bullying

Any single incident or repeated incidents of unwelcomed conduct (verbal, written, or action) aimed at a specific person or group that a reasonable person ought to know will or would cause offense or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct;

- based on a protected ground because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation;
- with the intention to offend, degrade, intimidate, isolate, diminish, ridicule, insult humiliate or threaten; or
- related to using a sexual solicitation or advance.

The Respondent

The person who you feel is harassing or discriminating against you.

Characteristics of Harassment & Bullying

Everyone is responsible and accountable for ensuring a workplace culture of respect and will conduct themselves by word, action and gesture in a manner that is reflective of respectful behaviors.

Examples of disrespectful behaviors which may be considered harassment or bullying in the workplace may include and are not limited to the following:

- Belittling conduct (eye rolling, finger wagging, or other physical gestures that are used to make fun, express frustration);
- Excluding or isolating employees;
- Condescending verbal and/or body language;
- Inappropriate communication (verbally or through email, text, or social media);
- Angry outbursts;
- Inappropriate tone of voice;
- Physical contact such as; massaging, touching, or patting;
- Display or sharing of pornographic, racist, or offensive pictures or materials;
- Teasing or jokes that are insulting to an individual's cultural codes;
- Slurs, gestures, name-calling, swearing;
- Favoritism;
- Gossiping or spreading false information about an employee;
- Deliberately withholding information that is vital for effective work performance.

Reporting & Investigating Discrimination or Harassment

Overview

You're responsible for helping to enforce this Policy and must make every reasonable effort in a safe manner to prevent Discrimination and/or harassing behaviour and report every incident of Harassment and/or Discrimination immediately — whether it was observed, happened to you personally, or if the problem was reported to you.

Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

Once a written complaint relating to reporting Discrimination or Harassment has been received, The Peace River Municipal Library will complete a thorough investigation.

Witnessing Harassment or Discrimination

If you're a co-worker who has witnessed Discrimination or Harassment in the Workplace:

- Inform the affected person that you have witnessed what you believe to be Discrimination or Harassment and that you find it unacceptable. Encourage the affected person to report the incident as outlined in the procedures below. Reinforcement and support often provides the affected person with courage to come forward. If the affected person doesn't feel that Discrimination or Harassment has taken place, the incident is considered closed.
- If you feel it's safe to do so, inform the alleged perpetrator(s) that you have witnessed the act(s) and find it unacceptable.

Reporting Harassment or Discrimination

If you feel you've been the subject of harassing or discriminatory treatment:

1. You're encouraged to explain to the person who you feel is harassing or discriminating against you (henceforth called the "Respondent") that the conduct is unwelcome, but you're not obliged to do so.
 - If addressing the Respondent is uncomfortable, or could lead to an escalation of the Harassment or Discrimination, or to safety risks, you're not expected to directly interact with that person.
2. If the situation can't be resolved by speaking to the Respondent or if the situation is too uncomfortable for you to address by yourself, you may make a complaint by completing the Incident Report Form (Policy 10C) and by speaking to the Library Director. If the Respondent is the Library Director, speak directly to the Board Chair, or at the discretion of the Board speak directly with an external third party.
3. You, any witnesses, and the Respondent are advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation.
4. Where possible, the complaint should be made in writing, including details of:
 - What happened — a description of the events or situation
 - When it happened — dates and times of the events or incidents
 - Where it happened — the exact location
 - Who saw it happen — the names of any witnesses, if any.
5. If necessary, you or the Respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that you will not be penalized for making the complaint.
6. If you, the Respondent, and/or any witnesses have been harmed as a result of workplace harassment or discrimination you will be advised to consult with a health care provider or Employee Assistance Program (EAP) for treatment or referral for post incident counselling.

Discrimination or Harassment

Once a written Discrimination or Harassment complaint has been received, The Peace River Municipal Library will conduct an investigation that's appropriate to the circumstances.

1. Depending on the complaint, the person receiving the complaint will appoint an advisor, mediator, or internal or external investigator ("Investigator")
2. The Investigator:
 - a. Is responsible for ensuring a thorough, fair, and impartial investigation of the allegations in the complaint.
 - b. Will notify the Respondent of the complaint and provide them with a copy of your written complaint.
 - c. Will interview you, the Respondent, and any relevant witnesses suggested by you or the Respondent, as well as gather documents relevant to the matters in the complaint. All Staff are required to cooperate with the Investigator.
 - d. Will, wherever possible, complete the investigation within 30 days of receiving the assignment.
 - e. After the investigation, the investigator will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the Library Director and the Board Chair.
3. Based on the findings in the Investigator's report, the Library Director and the Board Chair will decide whether this Policy has been violated.
4. If this Policy is violated, the Library Director will proceed as follows:
 - a. Determine the appropriate consequences for the Respondent who violated the Policy. These may include:
 - An apology
 - Counselling
 - Conflict Resolution including Mediation;
 - Education and training
 - Verbal or written reprimand
 - Suspension with pay
 - Suspension without pay
 - Transfer
 - Termination of Engagement, including immediate termination of Engagement with Just Cause.
 - b. In determining the appropriate consequences, consider the nature of the violation of the Policy, its severity, and whether the Respondent has previously violated the Policy.
 - c. Where a violation of the Policy is found, take any steps necessary to repair the effects of the Discrimination or Harassment on you, and to prevent further recurrences of Harassment or Discrimination in the organization.

- d. Communicate the results of the investigation and any corrective actions to you and the Respondent. You and the Respondent will each be provided with a copy of the Investigator's report.
5. If after the investigation process has been complete, you are not satisfied with the actions taken, follow the Library Grievance Procedures Policy (Policy 1G).

Confidentiality

The Peace River Municipal Library will do everything it can to protect the privacy of all individuals involved in a Discrimination or Harassment complaint and to ensure that they're treated fairly and respectfully.

- ♦ Investigators and persons receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation, resolution process, and the law.
- ♦ All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the Library Director, separate from Staff files.
- ♦ Information gathered about an incident or complaint of Harassment or Discrimination won't be disclosed unless necessary for the investigation or corrective action regarding the incident.
- ♦ Information obtained about an incident or complaint of Workplace Harassment, including identifying information about any individuals involved, won't be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law.

Your Rights

- ♦ You have a right to claim and enforce your right to a Workplace free of Harassment and Discrimination.
- ♦ You will not be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint.
- ♦ If you're dissatisfied with the outcome of a complaint, it is your right to make a complaint to the Alberta Human Rights Commission.

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may cause both the Respondent and the Company significant consequences.

If it's determined that you have knowingly made false statements or brought forward a false complaint, immediate disciplinary action will be taken. As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Reprisals

It's a violation of this Policy to discipline or punish an individual because they've brought forward complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process.

A reprisal may be the subject of a separate complaint under this Policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Prevention of Workplace Violence		DATE PASSED	REPLACES
		August 19th, 2018	
POLICY #	SECTION	DATE LAST REVIEWED	
6_HR.04.2018	6: HUMAN RESOURCES	August 19th, 2018	

POLICY

Peace River Municipal Library & Art Gallery (PRML) is committed to providing and maintaining a safe, productive and healthy Workplace and does not condone or tolerate acts of violence, intimidation, or bullying against any organizational stakeholder by any Staff Member.

Here's what you need to know:

- Workplace Violence is strictly prohibited under the Occupational Health and Safety Code ("OHS Code").
- Weapons are strictly prohibited in the Workplace under any circumstance. Any violation will be reported to the police immediately.
- Any act of violence including joking about attempting Workplace Violence is strictly prohibited.
- The Peace River Municipal Library & Art Gallery will provide you with Harassment, Discrimination, and Workplace Violence recognition and prevention training so that you're clear about roles, responsibilities, accountability, and the information and procedures outlined in this Policy.
- You're personally accountable and responsible for enforcing this Policy and where appropriate, must make every effort to prevent intimidation and bullying, and report violence.
- This Policy will be reviewed annually. The PRML in consultation with the Library Director and the Board, will develop, maintain, and review at least annually, a written program that implements this Policy.

PROCEDURE

Definitions

Workplace Violence

Violence, whether at work or work-related, means the threatened, attempted or actual conduct of a person that causes, or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

A person is: the employer, the employee, the supervisor, board members, patrons, suppliers, service providers, third party contractors or self-employed persons, temporary staffing agencies, or employee-related outsiders.

The Respondent

The person who you feel is committing an act of workplace violence by any means described above.

Characteristics of Violence

- Argumentative behavior which threats are perceived or implied but are not obvious or blatant;
- Unusual, bizarre, or menacing behavior, intensely focused on a grudge or complaint;
- Engage in self-injury or harm, or threats of self-injury or harm to manipulate a person or situation;
- Direct or indirect threats of harm or violence, or intentional damage of personal property or company property;
- Menacing with a fist or brandishing a weapon or object;
- Low-level physical assault, such as prodding, poking, or pushing;
- Physical violence, striking at another with a fist or weapon or object;
- Throwing an object with the intent to strike.

Assessing the Risk of Violence

1. The Library Director will proactively assess the Workplace to identify any risks related to potential violence and will implement measures to mitigate any identified risks to Staff safety.
2. The Staff are also responsible to assess and identify any risks related to potential violence during the course of their work day as it happens and in situations when or if working conditions change.
3. The Library Director will communicate information relating to a person with a history of violence when the following conditions apply:
 - Staff may reasonably be expected to come into contact with the person in the Workplace.
 - There's a potential risk of violence as a result of interactions with the person with a history of violence.

Under these conditions, the Library Director will only disclose personal information that's deemed necessary to protect Staff and others from harm.

Reporting & Investigating Workplace Violence

Reporting Workplace Violence

1. In cases where Workplace Violence, or a threat of Workplace Violence, has occurred, and there is no imminent danger, report it immediately to the Library Director.
2. If you witness any threat of Workplace Violence or violent conduct, remove yourself from harm and immediately call 911. For example, this may include a visitor entering the Workplace with a weapon.
3. If you have a legal court order against an individual, you're encouraged to share that information with the Library Director so that the PRML is aware of any potential aggressor who may violate a court order and attempt to contact or harm you at work.

Investigating Workplace Violence

1. All reported acts of Workplace Violence will be investigated by the Library Director and/or a Board Member and reviewed by the Board Chair.
2. Acts of Workplace violence should be documented by completing the Incident Report Form (Policy 10C) and by speaking to the Library Director. If the Respondent is the Library Director, speak directly to the Board Chair, or at the discretion of the Board to speak directly with an external third party.
3. You, the Respondent, and any witnesses are advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation.
4. Where possible, the details of the incident should be made in writing, including details of:
 - What happened — a description of the events or situation
 - When it happened — dates and times of the events or incidents
 - Where it happened — the exact location
 - Who saw it happen — the names of any witnesses, if any.
5. If necessary, you or the Respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that you will not be penalized for making the complaint.
6. Consultation with external parties including legal counsel and the police may occur.
7. All reasonable measures to reduce the risks identified by the incident will be taken.
8. The police and any other necessary third party will be assisted in any criminal proceeding.
9. If you, the Respondent, and/or any witnesses have been harmed as a result of workplace violence you will be advised to consult with a health care provider or Employee Assistance Program (EAP) for treatment or referral for post incident counselling.
10. If you're found to have engaged in Workplace Violence, appropriate consequences will be determined which may include:
 - Suspension without pay
 - Termination of your Engagement, including immediate termination of your Engagement with Just Cause.
11. The Library Director and/or approved third party will:
 - Provide recommendations to the Board to reduce or eliminate the risk of Workplace Violence.
 - Review all reports regarding Workplace Violence and other incident reports as appropriate pertaining to incidents of Workplace Violence that result in personal injury or threat of personal injury, property damage, or police involvement.
 - Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.).

- Recommend corrective measures for the improvement of the health and safety of workers.
- Respond to Staff concerns related to Workplace Violence and communicate these to the Board.

12. If after the investigation process has been complete you are not satisfied with the actions taken, follow the Library Grievance Procedures Policy (Policy 1G).

Your Rights

- ♦ You have a right to claim and enforce your right to a Workplace free of Violence.
- ♦ You will not be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint.
- ♦ If you're dissatisfied with the outcome of a complaint, it is your right to make a complaint to Alberta Occupational Health and Safety.

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may result in significant consequences for both the accused and The Peace River Municipal Library.

If it's determined that you have knowingly made false statements or falsely reported an act or threat of Workplace Violence, immediate disciplinary action will be taken. As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Reprisals

It's a violation of this Policy to discipline or punish an individual because they've reported an act or threat of Workplace Violence or provided information related to the act or threat.

A reprisal may be the subject of a separate complaint under this Policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Grievance Policy	DATE PASSED	REPLACES
	August 16th, 2018	
POLICY #	SECTION	DATE LAST REVIEWED
6_HR.05.2018	6: HUMAN RESOURCES	August 16th, 2018

POLICY

The Peace River Municipal Library & Art Gallery (PRML) recognizes that all employees and library volunteers have the right to a fair and expedient grievance process for resolving workplace related conflicts and concerns.

The focus of the grievance procedure will be on resolving the dispute in the most efficient manner possible by reaching a common understanding with all parties involved in order to create the least disruption of service to library patrons and the community. Therefore, compliance by all parties with the grievance procedure is necessary in order to bring resolution to the complaint or claim.

All parties shall be present at each step of the grievance procedure. If the grievor fails to comply with the procedures, the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

The time limits specified in the policy shall not include Saturdays, Sundays, and General Holidays recognized by the PRML. Time is of the essence, though the time limits may be extended in extenuating circumstances and with the consent of all parties involved.

If the grievance is related to Preventing Harassment or Violence in the Workplace (i.e. concerns related to violence, bullying, harassment or discrimination) employees shall refer to Policy #10B/06, which communicates the appropriate procedures to follow.

PROCEDURE

Definitions

Grievance

A Grievance is a complaint or claim concerning improper discipline or a dispute with reference to the interpretation, application, administration or alleged violation of a policy at the PRML.

Griever

The employee or library volunteer who is filing the complaint due to a concern regarding policy.

Reporting and Resolving a Grievance

Informal Stage

An employee or library volunteer who has a grievance or concern related to his/her employment in the library should first discuss the concern with the Library Director in an attempt to resolve the matter.

If the Library Director has a concern, he/she should discuss the matter with the Library Board Chair.

Stage 1

An employee who feels he/she has a legitimate complaint related to his/her employment, after having tried to resolve the dispute informally will submit a written grievance to the Library Director within five (5) days of the event that prompted the grievance.

The complaint may be between two employees or between an employee and the Library Director.

If the complaint is between the Library Director and the PRML, and cannot be resolved at the informal level, the Library Director should proceed directly to Stage 2.

The following is the process for Stage 1:

1. The griever is to notify the Library Director in writing that a meeting (Stage 1 hearing) is being requested to document a grievance.
2. The hearing shall take place within five (5) working days of notification.
3. The Library Director will take written notes during the meeting. The notes must reflect the date, who is involved, the nature of the complaint, the section(s) where the policy is claimed to be violated, and the steps the parties agree to follow to alleviate the complaint.
4. The Library Director will provide the notes (hereby referred to as Stage 1 document) from the meeting to the griever to be edited if necessary. When all involved parties are satisfied, all are to sign the document. A copy of the document is to be provided to the Personnel and Policy Committee or the Board Vice Chair.
5. The document is then filed in the involved parties' personnel file.
6. If no satisfaction can be reached at Stage 1, the involved parties should not sign the document and should proceed to Stage 2.

Stage 2

If the grievance is not settled at Stage 1 hearing, any involved party is entitled to raise the matter in writing within two (2) working days to the next level of management to the Personnel & Policy Committee or Board Vice Chair.

The following is the process for Stage 2:

1. The Library Director and/or grievor are to notify the Personnel & Policy Committee or Board Vice Chair within two (2) working days of the date of the unresolved Stage 1 hearing and request a Stage 2 hearing with the committee or Board Vice Chair. The unsigned document from the Stage 1 hearing must be provided to the committee for review at the time a Stage 2 hearing is requested.

An exception will be made if the complaint is between the Library Director and the PRML. In such a case, the Library Director is to notify in writing that a hearing is requested to document a grievance.

2. The request shall be forwarded to the Personnel and Policy Committee or Board Vice Chair, within two (2) working days following the date of the occurrence-giving rise to the grievance, or the date on which the Library Director becomes aware of the occurrence that gives rise to the grievance.
3. The Stage 2 hearing shall take place within five (5) working days of notification.
4. The Personnel & Policy Committee or a member of the Board will attempt to mediate and resolve the issue between the parties and will attempt to develop steps agreeable to all parties to resolve the issue. The Personnel & Policy Committee or Board Vice Chair will take notes during the hearing.
5. Within three (3) working days, The Personnel & Policy Committee or Board Vice Chair will provide a copy of the Stage 2 hearing document to all parties for review. The document will reflect the date, who is involved, the nature of the complaint, the reason why the parties could not agree on resolution at Stage 1, the proposed steps for resolution, and any outstanding issues to be resolved.
6. If satisfied, all parties are to sign the document acknowledging agreement to follow the recommended steps to alleviate the concern. The signed document is to be returned to the Personnel & Policy Committee or Board Vice Chair within two (2) working days. The document is then filed on the involved parties' personnel file.
7. If no satisfaction can be reached at Stage 2, the involved parties should not sign the document and should proceed to Stage 3.

Stage 3

If the involved parties remain dissatisfied with the outcome of the grievance process at Stage 1 & 2, any involved party can write to the Board Chair within two (2) working days of receiving the document from the Personnel and Policy Committee or Board Vice chair and request action at the Stage 3 level.

The following is the process for Stage 3:

1. The Library Director and/or grievor are to notify the Board Chair within two (2) working days of the date of the unresolved Stage 2 hearing and request the matter be heard at Stage 3. The grievor must submit the following to the Board Chair:
 - The name of the aggrieved
 - The unsigned document from the Stage 1 hearing
 - The unsigned document from the Stage 2 hearing
 - The remedy or correction the employer is asked to make
 - The section(s) where the policy is claimed to be violated
 - The reasons why the concern could not be resolved at the previous stages.
2. The Board Chair will present the grievance to the Board at the next scheduled Board meeting.
3. The Board will review the grievance; make a decision and recommendations to resolve the dispute.
4. The Board may consider alternatives of engaging a neutral third party to assist in settling the dispute (i.e. alternatives may include, but are not limited to: mediator or human resources consultant pending availability, and/or involvement of the Town of Peace River CAO).
5. A meeting between all involved parties shall take place, with the decision of the Board being rendered in writing within five (5) working days of the Board meeting.
6. The Board's decision is final and binding on all parties.
7. If the decision or response of the Library Board is unsatisfactory to the grievor, he/she has the right to appeal to other organizations as applicable:
 - a. Alberta Employment Standards – hours of work, holiday pay, vacation and vacation pay, legislated leaves, overtime, wage payment, and employment termination.
 - b. Alberta Occupational Health & Safety – working alone, hazard assessments, and responsibility related to creating a safe and healthy workplace.
 - c. Office of the Information & Privacy Commissioner of Alberta – the use, disclosure, and protection of personal information under the FOIP act.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

6_HR.16.2014

Page 1 of 1

TITLE	DATE PASSED	DATE AMENDED
Dress Code	April 3, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
6_HR.16.2014	6_HUMAN RESOURCES	

Purpose:

To provide a guide for appropriate dress standards for employment and volunteering at the Library.

1. This policy applies to all staff and volunteers.
2. Staff and volunteers should be clean and neatly dressed to casual office standards in clothing that accommodates their daily duties. This may include:
 - Dress pants, khakis, leggings (if paired with a long shirt or skirt) and clean, dark denim. These standards apply to long pants, capris and shorts.
 - Tops and plain t-shirts
 - Dresses, skirts and shorts no shorter than 4 inches above the knee
 - Closed-toe shoes or dress sandals
3. Inappropriate attire includes:
 - Sweatshirts, hoodies and sweat pants
 - Track or yoga pants
 - Board shorts
 - Short shorts
 - Baseball caps
 - Spaghetti straps, visible undergarments or bra straps, halter tops or t-shirts that bare the midriff
 - Shirts or dresses that reveal excessive cleavage
 - Mini skirts
 - T-shirts with logos or obscene, suggestive, offensive and/or violent writing or images
 - Bathing suits
 - Pyjamas
 - Clothing that is torn, frayed or wrinkled
 - Flip-flops, Crocs or slippers
4. Staff members and volunteers who feel that a co-worker has inappropriate dress or personal hygiene should address these concerns with their supervisor.
5. Library patrons who have concerns about library staff or volunteer dress or hygiene should address their concerns to the Library Director or his/her delegate.
6. Supervisors may take the following actions if staff come to work inappropriately dressed:
 - 6.1. reminded of the dress code
 - 6.2. Asked to use a suitable cover-up (e.g., "staff sweater")
 - 6.3. Sent home to change and begin their shift when they return.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: LIBRARY SERVICES, Circulation **POLICY:** 6B/99

DATE AMENDED: June 22, 1999 **REPLACES:** 6B/97

Confidentiality of Client Records

It is the policy of the Board to protect the privacy of the individual client.

Interlibrary Loans

The Library encourages interlibrary loan services to enhance the Library's collection and to share the Library's resources.

The Library reserves the right to refuse to loan new materials and/or those materials in heavy demand locally. Final decision on materials for interlibrary loans to libraries throughout the province and the Peace Library System will be at the discretion of the Librarian.

All interlibrary loan requests will be handled according to the policies and procedures set out by the Peace Library System.

Reference and Information

The Library will attempt to make available a broad selection of reference materials. Staff members, to the best of their ability, will attempt to assist clients in obtaining requested materials.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: LIBRARY SERVICES,
Services for Special Needs

POLICY: 6C/99

DATE REVIEWED: June 22, 1999

REPLACES: 6C/97

The Board will attempt to make provisions for special Library services based on clients' special needs, as budget and human resources allow.

Such services may include:

1. Talking Books

The Library shall maintain a collection of talking books for the visually or physically challenged clients as well as local travelers. Through other agencies, the Librarian will bring in additional materials to meet clients' needs and to expand the collection of materials available for loan.

2. Large Print Books

The Library will maintain, in the Library's collection and/or through circulating book blocks, large print books for the use of any library client.

3. Outreach Services

The Library will endeavour to provide an outreach service, upon request, to any client in the community who, by reason of health, age or unusual circumstance, is unable to visit the Library and use its regular services.

4. Multilingual Services

The Library will endeavour to provide multilingual materials, upon request.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.01.2014

Page 1 of 2

TITLE	DATE PASSED	DATE AMENDED
Financial Administration	November 26, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
7_F.01.2014	7_FINANCIAL	

Purpose: To establish policies for the efficient financial management of the Peace River Municipal Library and Art Gallery.

1. Responsibilities: The Town of Peace River Municipal Library Board is responsible for the library's overall financial management. Specific responsibilities include:
 - 1.1. Discuss and approve financial reports.
 - 1.2. Discuss and approve the annual financial review.
 - 1.3. Discuss and approve the annual budget.
 - 1.4. Assist in the presentation of the budget to the Mayor and Council.
2. The Finance Committee is responsible for:
 - 2.1. the regular review of the budget
 - 2.2. keeping the board informed about the Library's financial situation.
3. The Library Director is responsible for:
 - 3.1. the day-to-day fiscal management of the Library.
 - 3.2. the initial drafting of the annual budget for discussion with Finance committee
 - 3.3. providing financial variance reports to the Finance Committee and Board.
4. Review
 - 4.1. The Board will appoint a reviewer annually at the October board meeting.
 - 4.2. The Library Director and the Finance Committee will ensure that the Peace River Municipal Library and Art Gallery's financial records are prepared for review within 90 days after the end of the fiscal year.
 - 4.3. The Board approves the annual review of the library's financial records.
5. Fiscal Year
 - 5.1. The fiscal year of the Peace River Municipal Library and Art Gallery is January 1 to December 31.
6. Petty Cash
 - 6.1. The Peace River Municipal Library and Art Gallery will maintain a petty cash fund to be managed by the Library Director. The fund is to be used for making immediate payments when:
 - 6.1.1. it is impractical to issue a cheque in a small amount
 - 6.1.2. a patron, staff member or board member requires immediate payment for small amounts
 - 6.2. Under no circumstances will the petty cash fund be used to cash cheques, or for IOUs, loans or advances.

7. Signing Authority

7.1. The signing officers shall be the Library Director, the Board Chair or Vice-Chair and one other designated trustee. The signing officers shall be appointed by a motion of the Board.

7.2. Cheques shall have two signatures, one of them being the Library Director. Under exceptional circumstances the Board Chair and another signing officer may sign.

8. Annual budget

8.1. Prepared in accordance with the Town of Peace River's budgetary time frame in order to be part of the Town's annual budget deliberations.

8.2. The library's budget presentation shall be made to the Mayor and council or designate.

Adapted from the Medicine Hat Library policy.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.02.2014

Page 1 of 1

TITLE	DATE PASSED	DATE AMENDED
Accounts Payable	November 26, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
7_F.02.2014	7_FINANCIAL	

Purpose:

To establish procedures for reviewing and processing invoices and payments for the Peace River Municipal Library and Art Gallery.

1. Responsibilities

- 1.1. The Library Director is responsible for establishing internal processes for approval of purchases, reviewing invoices, and ensuring that payments are processed in a timely way.
- 1.2. This authority is delegated from the Town of Peace River Library Board and complies with the laws and acts governing payment of invoices in the province of Alberta.

2. Purchases

- 2.1. Operational purchases are approved by the Library Director. Capital items over \$1,000 are approved by the Board.
- 2.2. Charges for shipping must be shown on the Invoice.
- 2.3. GST is to be shown separately.
- 2.4. Packing slips must accompany all shipments.

3. Payment Schedule

- 3.1. Payment is made on original invoices only.
- 3.2. The Peace River Municipal Library pays invoices twice a month.
- 3.3. All invoices are paid within 30 days of receipt of the invoice.

4. Book Order Purchases

- 4.1. Most Book orders will be ordered and paid for from allotment funds through the Peace Library System. Smaller invoices can be paid directly however larger invoices are to be paid by voucher with the invoice and form sent in to Peace Library System.

5. Disputes

- 5.1. Products supplied by the Seller shall be received subject to the Peace River Municipal Library's inspection and approval within a reasonable time after delivery.
- 5.2. Payment may be withheld if shipment does not meet the Peace River Municipal Library's expectations or is not what was ordered.
- 5.3. If specifications or warranties are not met, material and equipment may be returned at Seller's expense.
- 5.4. No products returned to Seller as defective shall be replaced except upon formal authorization of the Peace River Municipal Library.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.03.2014

Page 1 of 3

TITLE	DATE PASSED	DATE AMENDED
Board and Staff Reimbursement	November 26, 2014	
POLICY #	SECTION	DATE LAST REVIEWED
7_F.03.2014	7_FINANCIAL	

Purpose:

Library Board members and staff will be reimbursed for reasonable expenses incurred while conducting library business.

1. Procedures:

- 1.1. Expense claims, accompanied by receipts, are to be submitted to the Library Director, using Schedule A.
- 1.2. The Library Director reviews and approves expense claims upon receipt. Schedule B compensation rates apply; however, discretionary judgment may be exercised in unique circumstances.
- 1.3. The Library Board will review and approve rates periodically.
- 1.4. If a Library Board or staff member is deemed to require a caregiver to accompany him or her when conducting library business, the caregiver's expenses will be reimbursed.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.03.2014

Page 2 of 3

SCHEDULE A

EXPENSE CLAIM

**Peace River Municipal Library & Art Gallery
Town of Peace River Library Board**

Program: _____

**STAPLE RECEIPTS HERE
TO BACK**

NAME _____ DATE _____

DATE(S) OF EXPENSES INCURRED _____

TYPE OF EXPENSE:[illegible]

TOTAL PAYABLE \$ _____
(EXPENSE + GST)

PRINT ON GREEN PAPER!!
Peace River Municipal Library
CLAIM FOR REIMBURSEMENT
MEETING OR TRAINING

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ON THE BACK

NAME _____ DATE _____

TITLE /NAME OF MEETING OR CONFERENCE _____

DATE(S) OF EXPENSES INCURRED _____

LOCATION OF EXPENSES INCURRED _____

TYPE OF EXPENSE:

TRAVEL COSTS: LESSER OF AIRFARE

OR _____ KM @ .505/KM

EXPENSE

GST

TOTAL

ACCOUNT CODE

\$

\$

\$

\$

\$

\$

ACCOMMODATIONS: (Attach Receipts)

OR _____ DAYS @ \$20.15/DAY

\$

\$

\$

\$

\$

\$

MEALS: (Attach Receipts)

OR

_____ BREAKFASTS @ \$10.00

_____ LUNCHES @ \$12.00

_____ DINNERS @ \$21.00

\$

\$

\$

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OTHER:

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\$

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\$

\$

\$

SUBTOTAL

\$

\$

TOTAL PAYABLE (EXPENSE + GST)

\$

SCHEDULE B

REIMBURSEMENT RATES AND ALLOWANCES

1. Transportation

- 1.1. Air travel: At economy rates by the most direct route. Submission of receipts required.
- 1.2. Automobile travel: Actual kilometres are claimed at the current rate established by the Town of Peace River for its employees. June 2014 Business travel rate: \$0.505 per kilometre
- 1.3. Other ground transportation: Including taxi, airport limousine service and/or buses will be reimbursed at actual cost. Car rental at destination may be claimed with prior approval where such rental is more economical than taxi. Submission of receipts required.

2. Meals

- 2.1. Meals will be reimbursed to a maximum of per diem rates. Alcohol will not be expensed.

- 2.2. Per Diem rates, which include gratuity and GST

Breakfast	\$10.00
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Lunch	\$12.00
-------	---------

Dinner	\$21.00
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3. Accommodations

- 3.1. Accommodation will be reimbursed, with receipts, for actual hotel costs based on single room occupancy.
- 3.2. If arrangements for private accommodation are made, an allowance of \$20.00 per day will be reimbursed without receipts. The intent of this allowance is to reimburse one's host for expenses incurred in providing such accommodation.

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.05.2016

Page 1 of 2

TITLE	DATE PASSED	DATE AMENDED
Reserve Funds	June 16, 2016	
POLICY #	SECTION	DATE LAST REVIEWED
7_F.05.2016	FINANCIAL	

Purpose:

To establish a policy to guide the establishment, maintenance, and management of reserve funds.

1. The Town of Peace River Library Board may establish, maintain and manage reserve funds to provide for future operating and capital requirements and to offset unanticipated fluctuations to operating activities.
2. All requests to use reserve funds or to re-designate reserves must be approved by means of a Board motion. Requests to use reserve funds may also be submitted as part of the annual budget process.
3. Any surplus funds in the Library's operating budget at year-end can be allocated to reserves as specified by the Board during the financial review process.
4. Reports on the status of reserves will be provided by the Library Director to the Board during the review process and upon request throughout the year.
5. This policy applies to ongoing reserves established by the Town of Peace River Library Board. The Board may set up temporary reserves by a motion in which any restrictions or special designations would be identified.
6. Current reserves are defined and limits set in Schedule A.

SCHEDULE A: CURRENT RESERVE FUNDS

FUND NAME AND DESCRIPTION	OPTIMAL LEVEL
Current Expenditures Reserve Fund	\$20,000
During the financial review process, the board approves the transfer of funds out of the Current Expenditures Reserve into general revenue. The Board will determine where these funds are then allocated.	

TOWN OF PEACE RIVER LIBRARY BOARD

BOARD POLICY

7_F.06.2017

Page 1 of 3

TITLE	DATE PASSED	DATE AMENDED
CREDIT CARD	June 8, 2017	
POLICY #	SECTION	DATE LAST REVIEWED
7_F.06.2017	7_FINANCIAL	

The Library is permitted to borrow funds from a banking institution for the use of a credit card. The credit card shall be issued for the use of the Library Director and may be used only for purchases made on behalf of the library or for expenses incurred for travel on Library business. The card may not be used for personal use or cash advances. Travel expenses paid through the card must be acknowledged as such on the expense claim.

The statement must be paid in full each month and be reconciled with receipts and supporting documentation.

The Library Director must sign an Acknowledgement of Responsibility, which may include the cardholder agreement if required by the issuing financial institution.

MISSING RECEIPTS

An original receipt is required for all items purchased with Visa. If, for some reason, an original receipt is unavailable or has been lost, and all measures to obtain a copy have been exhausted, a Missing Receipt form must be completed.

SCHEDULE A: CREDIT CARD AGREEMENTPeace River Municipal Library
Cardholder Agreement

I, _____, hereby acknowledge receipt of the Master Card (the card) issued by the ATB. I acknowledge that this Card has been issued to me to make purchases in the course of my regular duties in connection with the Peace River Municipal Library Board. I fully understand the purchases made using this Card must be in accordance with the Board's Finance Policies.

I acknowledge that I have read and agree to the terms and conditions of the Cardholder Agreement regarding my acceptance of this card, and that I will not follow any policies or procedures that contradict, limit or vary the terms and conditions set out in the Cardholder Agreement. I confirm my agreement to the said terms and conditions by signing below.

I shall undertake to protect the Card and the Card account number and realize that it is for my use only, not to be divulged to any other person (except a merchant with whom I am transacting on behalf of) without authorization of the Peace River Municipal Library Board. Should the Card be lost, stolen or suspended or compromised in any manner, I shall advise the ATB and the Card Administrator immediately.

Furthermore, I understand that this Card is the property of the ATB, assigned to me on behalf of the Peace River Municipal Library Board and that in the event of willful or negligent default of these obligations the Peace River Municipal Library Board shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Peace River Municipal Library Board.

Cardholder Signature

Date

Chairperson's Signature

Date

Cardholder Limitations:
Authorized Limit \$5000.00
No cash advances permitted
Not for personal or private use

SCHEDULE B: LOST RECEIPTS

LOST RECEIPTS

If a duplicate cannot be obtained, claimant must submit the following signed memorandum for verification of a Visa purchase.

Re: Original receipt

I, _____ hereby declare that I have lost, or have never received, the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor name _____

Date of purchase _____

Amount of Purchase _____

Description of goods/services purchased:

--

Signature of claimant

Signature of Library Board Signing Authority

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: POLICY, Record Management **POLICY:** 8/05

DATE APPROVED: March 17, 2005 **REPLACES:** 8/99

Peace River Municipal Library Board Policies and Procedures for Record Management

Record Keeping, Storing and Purging:

Purpose:

This policy presents Board criteria for the retention, storing and purging of Library records.

Policies:

1. The Librarian will maintain adequate records to compile monthly and annual activity reports. The storage of files is to be kept to the legal minimum consistent with the efficient operation of the library and the preservation of a meaningful historical record of the Peace River Municipal Library. Where records are deemed to be vital, the confidentiality or the security of the files and implications of their possible loss or destruction should be taken into account when making the decision as to where to store them.
2. With the exception of those materials obtained or documented for the express purpose of public use, the records of the library are confidential and may be accessed only with the permission of the Board.
3. The Town of Peace River will maintain full time employee payroll files, including benefit information. The Peace River Municipal Library will maintain part-time and casual employee payroll files.
4. The Peace River Municipal Library will maintain individual employee files.
5. User records are confidential unless subpoenaed by law.

Retaining Procedures:

1. The Librarian will determine the best method of retaining the necessary records of the Library. This procedure will address the following issues:
 - a. Redundancy
 - b. Importance
 - c. Age
2. Only those records, which fall within the criteria for "*Necessary Records*", will be retained. "*Necessary Records*" require listing and date for discard. The Income Tax Act of Canada will be used as an authority for the retention of records.

3. The storage of files is to be kept to a legal minimum consistent with the efficient operation of the library and the preservation of a meaningful historical record of the Peace River Municipal Library.

Storage of Records:

1. Permanent records of the Peace River Municipal Library shall be stored at the Library. Personnel Records shall be kept in a locked drawer in the Librarian's office.
 - a. The Following are deemed to be permanent records:
 - Board minutes (current)
 - By-laws of the Library
 - Current contracts and service/maintenance agreements
 - Current employee records
 - Financial statements and other financial records
 - Insurance policies
 - Inventory of furniture and other assets
 - Memberships agreements that form the Library
 - Policy manual
 - Blueprints

*Database of books held in the Library is deemed necessary however; the Peace Library System will maintain this.

2. All other documents are maintained in administrative or employee work areas.

Purging of Records:

1. Administrative files shall be purged annually and records moved, archived, or destroyed as appropriate. The Library retains records as outlined in **Schedule A**. The records, as set out in **Schedule A**, are:
 - a. Destroyed - The records shall be destroyed without any copy being retained at the end of the retention period.
 - b. Permanent -- The original shall be preserved and never destroyed. Permanent records are kept as hard copy.
2. The Librarian has the discretion to retain records longer than the period provided for in this policy.
3. Staff is responsible for the maintaining of their own working files. Any "*Necessary Records*" received by any member of the staff shall be retained as administrative or permanent files, with copies only in working files.

Discard Procedures:

1. Regular waste disposal (recycling) for documents that do not contain personal or sensitive information.
2. All personal and sensitive documents that are no longer deemed "*Necessary Records*" shall be shredded.
3. The Librarian will ensure that this method is carried out.
4. The Librarian will present all requests for access to the Library's confidential records to the Board together with any comments or recommendations.

Computer Backup:

1. There shall be a complete backup of the circulation program, on an on-going basis, by Peace Library System.
2. There shall be a weekly back up of the Library server; ensuring all "*Necessary Records*" such as financial records are included in the back up.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: POLICY, Records Retention
SCHEDULE A

POLICY: 8/05

DATE APPROVED: March 17, 2005

REPLACES: 8/99

(Legend: P-Permanent, D-Destroy, H-Hardcopy, R-Replace)

Subject	Description	Years	Action
Accounts	Receivable, Paid Invoices	7	D
Administration	Reports	7	D
Alberta Community Dev.	Public Library Statistics	7	D
Annual Reports	Peace River Municipal Library	P	H
Architectural Drawings	Building	P	H
Audit	Monthly Financial Statement	7	D
	Final	P	H
Bank	Deposit Books	7	D
	Memos (Debit and Credit)	7	D
	Reconciliations	7	D
	Statements	7	D
Board	Minutes	P	H
Brieds/Preports	To Government	7	D
Budgets	Final	7	D
Bylaws	All	P	H
Cash	Receipts Journal	7	D
Cheques	Paid (cancelled)	7	D
	Register	7	D
	Stubs	7	D
Circulation	Statistics only	7	D
Contracts	From 1995	P	H
Correspondence	General	7	D
Employee records	WCB Claims	P	H
Employees	Job Descriptions	5	D
	Personnel Files	P	H

(Legend: P-Permanent, D-Destroy, H-Hardcopy, R-Replace)

Grant Applications	General	7	D
Income Tax	Deductions	7	D
	TD 1 Forms		R
	T4 Slips/Summaries	P	H
Insurance	Claims	P	H
Inventory	After Superseded	7	D
Leases	After Expiration	7	D
Ledgers	General	P	H
Legal	Opinions	P	H
Legislation - Acts	After Superseded	1	D
Membership	Current Only		
Minutes	Board	P	H
Newspaper Clippings	After 1990	P	H
Payroll	Garnishees	3	D
	Earnings Record	P	H
	Payroll Register	P	H
Photographs	General	P	H
Policy	Current Only		
Project Applications	STEP, PEP, etc.	7	D
Receipts	Books	7	D
Special Events	Non-historic	3	D
Summer Reading Program	Materials (samples)	3	D
Supplies	Invoices	7	D
Termination	Employees	P	H
Training & Development	Reports	P	H
Vendors	Correspondence	2	D
	Suppliers Files		R
Workshops	Reports	5	D

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: POLICY, Emergency Procedures

POLICY: 9/99

DATE APPROVED: November 23, 1999

REPLACES: N/A

EMERGENCY PROCEDURES FOR THE FOLLOWING:

POWER FAILURE: Short Term – more than 15 minutes – less than 1.5 hours

- Evacuate the building
- Close the Library
- Admit NO unauthorized persons into the Library
- Keep the doors closed as much as possible
- Turn off all computers, server as well
- Staff could stay and work at this time if there is enough light

Long Term – 1.5 hours and longer

In addition to short term;

- Turn off gas supply to Water Heater at Pilot control valve
- Drain Water heater into floor drain (first shut off water feed valve to water tank)
- Staff will have left by now --- so someone will be appointed to check building, if needed rotate persons to check building (they must know what to look for, and who to contact should a problem occur. Building should be checked every 2 hours (approximately))
- When Power is out SECURITY ALARM will NOT work
- Turn on water taps in bathroom to a speed of 3 drops per second (this will keep pipes from freezing in winter).

When Power is restored contact Maintenance (Dave Ferguson) at Town Office 624-2574 or Pager at 618-9884. Please be patient, as Maintenance will have many buildings to check.

PEACE RIVER MUNICIPAL LIBRARY

EMERGENCY PROCEDURES FOR THE FOLLOWING

Long Term Outage; more than 1.5 hours

- Evacuate building (staff included)
- Close library
- Admit NO unauthorized persons
- Keep doors closed as much as possible (preserves heat)
- Turn off gas valves to water heater at pilot valve and drain water heater
- If power still on, set up a couple of electric heaters in lavatories and one heater at FEED WATER valve for building
- Turn off furnaces at switches in mechanical room
- Turn on water in bathrooms to a speed of 3 drops per second (this will keep pipes from freezing in winter).
- Building should be checked approximately every two hours until gas supply is restored

In the case of NATURAL GAS failure only, you will have lights etc., but no heat or hot water.

In the case of POWER and NATURAL GAS failure, you will need flashlights or candles to help secure the building.

PEACE RIVER MUNICIPAL LIBRARY BOARD POLICY

SUBJECT: EMPLOYEE SAFETY AND
WORKING ALONE

POLICY: 10A/06

DATE APPROVED: June 22, 2006

REPLACES: 10A/06

Objective:

- To do everything reasonable to protect the health and safety of Employees.
- To ensure employees have the skills and training needed to perform their work safely.
- To assess the hazards of the workplace and take corrective actions or measures to prevent or minimize hazards or incidents from occurring
- To investigate reported incidents and follow through with measures that will prevent the incident from occurring again.
- To evaluate safety measures on a regular basis to ensure that these measures work.

Purpose:

The purpose of this policy is to ensure that the Peace River Municipal Library is compliant with the Occupational Health and Safety Legislation.

Policy:

- 1) The Librarian, in consultation with staff or outside agencies as needed, shall conduct a Workplace Hazard Assessment and this written assessment shall be reviewed at minimum once annually or more frequently should the need arise due to a related incident. A copy of this assessment is to be forwarded to the Board for review and follow-up for the implementation of possible preventative measures.
- 2) Increased safety and reduction of risk to employees, including those who handle cash and/or working alone, will be addressed via the following procedures.

Procedures:

1. Cash Handling

- Keep the cash register fund to a minimum.
- Remove large bills from the cash register as soon as you receive them and place in a secure location.

2. Good Visibility

- Keep the library clean, tidy and well lit.
- Be aware of poorly lit areas inside and outside of the library.

3. Prevention

- Be aware of all escape and access routes.
- Check periodically around the library for any lurking patrons.
- Check each night to ensure that outside lights are on and working. Ask the Librarian to address fixing defective lights immediately.
- In the event of an emergency, know where to go for help outside of the library.
- Know where all telephones or other means of making outside contact are located.
- Be sure that the following are prominently displayed and are handy to the library phone (1) emergency and police phone numbers (911); and (2) Security's number.
- Consider safety outside of the library when parking at work or leaving after dark.
- Any incident that has the potential to be a hazard must be immediately reported to the Librarian.

4. Scheduling

- Attempts will be made whenever possible to have more than one staff scheduled.

5. Personal Safety

- When dealing with a difficult patron, ask the patron to leave if necessary
- If the patron refuses to leave, becomes increasingly agitated or threatening, call the RCMP.
- An employee has the authority to stop work or close the library in the event of an emergency or threatening situation.

6. Requirements in the event of an incident

- All incidents must be reported to the librarian and documented on the Incident Report Form (Policy 10C).
- The Librarian will determine if the incident needs to be brought to the Board for review.
- If necessary, an investigation (which may involve RCMP) of the incident will take place.

7. Hazard Assessment

- Hazard Assessment is a "common sense" look at the workplace to find existing hazards for employees working alone. "Hazards" at the library may include, but are not limited to, such things as heavy boxes, cleaning supplies, high walls and light fixtures, etc.
- The Hazard Assessment must include a review of records and past experiences and identify measures or actions needed to correct any hazards. Such records should include compensation claims, police reports, or other related information to safety.
- The Hazard Assessment must also include an employee inspection and analysis of the workplace to determine:

- i. Any factors that may make the risk of violence more likely, such as physical features of the building and environment, lighting deficiencies, lack of telephones and other communication devices, areas of unsecured access, and areas with known security problems (i.e. parking lot).
- ii. Any factors that make the risk of occupational injury more likely or severe (i.e. heavy books, concerns with stairs, high walls, etc.)
- iii. The effectiveness of existing safety measures (i.e. are existing measures being used, have employees been adequately trained, etc.)