

**City of Airdrie**

**BOARD, COMMITTEE OR COMMISSION  
PROFILE SHEET**

**BODY:** City of Airdrie Library Board (Library Board)

**REPORTS TO:** City Council

**DESCRIPTION:** The *Libraries Act* provides that, subject to any enactment limiting its authority, the Library Board is a corporation that has full management and control of the municipal library to organize, promote and maintain comprehensive and efficient library services in the municipality.

**RESPONSIBILITIES:** To determine library objectives appropriate to the needs of the community and re-examine them periodically.

To develop policies governing the library program and the operation of the library in consultation with the Library Director.

**TERM:** City Council appoints Board members for up to three (3) years in accordance with the *Libraries Act*. A member may sit for up to three terms and additional terms with a 2/3 majority vote by Council resolution stating the member may be reappointed for more than three (3) consecutive terms.

**MEETINGS:** 10 meetings a year are held at 6:30 p.m. at City Hall (excluding July/December) on the last Tuesday of the month, with a special budget meeting in August. Meetings are usually two to three hours in length.

Quorum: Six members in attendance at meetings.

Note the website for meeting information:  
<http://airdriepubliclibrary.ca/content/board-trustees>

Sub committees meetings are generally scheduled on Tuesday evenings, beginning at 7:00 p.m.

**COMPOSITION:**

Total	10
Council	2
Community*	8

\*up to two (2) members may be non-resident property taxpayers in Airdrie; with the remaining members being residents of Airdrie.

The Library Board appoints the Chairperson in accordance with the *Libraries Act*.

Standing Committees consist of two (2) to five (5) members.  
Standing Committees: Governance, Personnel, Finance

**PROCEDURES:**

Meetings are managed by the Chair who is responsible for:

- Preparing meeting agendas in collaboration with the Library Director.
- Calling the Meeting to order,
- Seeking approval of previous meeting minutes,
- Asking if there are additions or deletions to the Agenda,
- Inviting staff to the table to present agenda items,
- Inviting applicants to provide insights or additional information, as required,
- Calling for a vote on agenda items, and
- Managing the overall conduct of the meeting

Members are responsible for:

- Reviewing Library agenda packages in advance of the meeting,
- Seeking clarification of issues or concerns through the Chair,
- Voting on items presented for decision,
- Serving on sub committees,
- Advocating for the public library, and
- Notifying the Library Director in advance when unable to attend a meeting (required to ensure quorum).

Administration is responsible for:

- Preparing well written and complete reports and providing Library agenda packages in advance of meetings,
- Arranging for a recording secretary and venue,
- Responding to questions from the Board.

**AUTHORITY:**

Bylaw No. 556 and the Alberta *Libraries Act Chapter L-11*

**RESOURCE STAFF:**

The Library Board has one employee, the Library Director, who is responsible for hiring and managing all other Library employees.

**PROVINCIAL GOVERNANCE:**

Library Board duties and responsibilities are set out in the *Libraries Act* and *Regulation* under the *Department of Municipal Affairs: Public Library Service*

[http://www.municipalaffairs.alberta.ca/public\\_library\\_legislation](http://www.municipalaffairs.alberta.ca/public_library_legislation)

Annual per capita provincial grants are contingent on the Library Board submitting, to the Province:

- Previous Years' Annual Report
- Current Budget
- Previous Years' Audit
- Two Copies of the *Financial Assistance for Municipal Libraries Application Plan of Service* - Airdrie Public Library's current plan may be accessed on the Library's website:

<http://www.airdriepubliclibrary.ca/sites/default/files/images/airdriepubliclibrary/Plan%20of%20Service%202015-17%20for%20web%20%26%20e-mail.pdf>

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