
Section 6: Library Privileges and Penalties

6.1 Privacy Statement

Introduction

The Granisle Public Library (GPL) is committed to protecting the privacy of its patrons. Any personal information collected, used or disclosed by the GPL is in accordance with the B.C. Freedom of Information and Protection of Privacy Act (FOIPPA).

What is personal Information?

Personal information is defined by FOIPPA as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, email address, IP address (a computer's address)> FOIPPA's definition of personal information does not include work contact information (including library staff) which is information that would allow a person to be contacted at a place of business such as the person's name, title, business address, business phone number, and business email address.

Collection of personal information

When collecting personal information GPL will advise the patron of the purpose of its recording.

Information automatically collected when visiting our website

Some information is automatically collected when browsing the library's website, including

- The domain name and/or IP address of the internet provider
- The Internet browser being used
- The geographic region browsing from
- The date and time the website is accessed
- What pages were visited
- What website the traffic visited from if applicable

GPL collects this information to help make the library's website useful by assessing its web services and system performances, as well as learning how many people are visiting the site and how they are using it. No attempt is made to use this information to identify visitors, unless it is necessary for an investigation, or it is required by law.

GPL uses cookies to monitor how the library's website is used. Cookies are small files that are saved to a computer and used to store information that is communicated back to the website being assessed. It is possible to change the settings in a browser so that cookies will be denied or so that the browser will notify the user before cookies are saved on the computer.

Personal Information collected via email and web forms

Personal information is collected by GPL when a library web form is filled in or an email is sent to the library.

Personal information sent to the library by email or by web forms will only be used by authorized staff for the purpose for which it was collected or for a consistent purpose, unless otherwise consented to or authorized or required by law.

Personal information collected when using our Internet

The GPL does not require personal information to use our public access stations

Wireless service

The library provides wireless access to the Internet. It is the patron's responsibility to protect equipment against potential abuse such as viruses, malware and breach of privacy as well as from physical theft and damage. GPL assumes no responsibility for equipment or for any direct or indirect damages arising from the use of its connection to Internet services.

The library's wireless access points are unsecured. Users should be aware that third parties may be able to obtain information about activities when using the service to connect to the Internet. In addition, any wireless transmission is capable of interception, even if sending data through a secure website (an "https" URL). The library is not responsible or liable for any such loss or corruption of data, or from data interception or other consequences of use, of unsecured wireless communication services.

The library network (computers connected together using the same connection device) provides access to the catalogue and Internet only. It is not permitted to run a server (a computer used to provide access to a centralized resource; ex. Webserver and email server), to use the library's network for illegal purposes or to seek access not unauthorized areas. Infringement of copyright is prohibited. GPL provides basic instructions on how to connect to the network but may not be able to provide further technical assistance.

The library reserves the right to terminate a connection at any time without further notice.

When is personal information disclosed?

GPL does not sell or rent personal information. Personal information is disclosed only in accordance with FOIPPA and the library's privacy policies.

When is personal information disclosed? (Continued)

Examples of where personal information may be disclosed include:

- When a patron explicitly consents to the disclosure
- For law enforcement purposes, such as where required by a subpoena, warrant or other order
- Where there are compelling health and safety concerns and
- To contact a person's next of kin in the case of an emergency while that person is visiting the library.

How personal information is kept secure

GPL uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure, or disposal. Security measures include physical, technological, and operational safeguards that are appropriate to the nature and format of the personal information. GPL's security cannot protect information while it is in transit over the Internet. Information sent to GPL in email messages is not secure.

Links to other sites

GPL strives to provide a wealth of resources from its website, including links to sites outside of the library. GPL has no control over the management of these websites and is not responsible for their privacy policies. GPL encourages individuals to review those policies before using the service or providing any personal information.

How long is personal information kept?

GPL keeps personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when no longer needed.

Children's personal information

Because the library recognizes that responsibility for monitoring library materials borrowed or used by juveniles rests with the parent/guardian of the child, records of a juvenile may be released to the parent/guardian whose signature appears on the juvenile's library card. The adult requesting the information will be required to produce identification. Other adults requesting information about the child's library use (ex. Teachers and grandparents) are not entitled to that information.

Children's personal information (Continued)

Children have the same rights as adults with respect to their personal information under FOIPPA. Where a child is incapable of exercising their right to access, or consent to the correction of his personal information, the child's parent/guardian may do so on his behalf. GPL assumes that youth 16 years of age and older are generally capable of exercising their own rights for policy purposes. However, the library may treat a request on an individual basis where a child or parent/guardian does not believe the guideline age is appropriate in their circumstances.

Video Surveillance

Granisle Public Library (GPL) employs a video surveillance system.

Legislation

The website of the Information Policy and Privacy Branch of the Ministry of Labour and Citizen's Services contains a wealth of information about FOIPPA and the guidelines and policies that govern the legislation.

6.2 Charge Schedule

The Granisle Public Library recognizes the barrier charging for services places on many of our patrons. Where we can we do not charge for services, there is no charge for basic library services to patrons.

Patron cards for non-residents: No Charge

Faxes: Outgoing only: No Charge

Photocopies: .25 per page for less than 50 copies
.10 per page for 50 or more copies

No charge for pages printed related to work, legal, medical, government

Computer Printouts: .25 per page for black and white copies
.10 per page for 50 pages or more

No charge for pages printed related to work, legal, medical, government

Scanning: No charge for scanning services

6.3 Fine schedule

Overdue Material

The Granisle Public Library will waive late fees for Granisle and area residents for Granisle Library material (books, movies, audiobooks, puzzles)

Because of the cost and demand for electronic material there will be a late fee for late electronics (laptops, tablets, hotspots, etc.) of \$1.00 per day to a maximum of \$20

Should items become significantly overdue, the system will block additional borrowing as well as issue bills for replacement.

Inter Library Loans (ILL) lost/damaged material

| | |
|---|-------------------------------|
| Processing fee for lost items borrowed by GPL residents | \$0.00 |
| Processing fee for lost items borrowed by other libraries | As per lending library policy |
| Interlibrary Loan not picked up | \$0.00 |

Kids packs and STEAM Kits Items individually charged at replacement cost

Library Card Replacement \$0.00

Processing fee for repeat damaged items by local patrons \$0.00

Processing fee for repeat damaged items by nonlocal patrons \$0.00

Placing DVDs, CDs, Electronics and STEAM kits in bookdrop: \$1.00/may be charged

6.4 Lost Materials

Patrons are responsible for paying for the retail replacement cost of lost materials.

Non-local residents will also be charged an additional administration fee of \$5.00 to cover the cost of processing each lost item.

Patrons are given a date-stamped receipt for the amount paid.

6.5 Damaged materials

Patrons returning damaged books will be charged the retail replacement cost of the material. Non-local patrons may also be responsible to pay an additional administration processing fee of \$5.00

Patrons willing/able to do so will pay immediately, but they will not be allowed to take the book until the Library Director has seen it. If it is deemed an acceptable discard, the patron will be called to pick up the book. If the Library Director decides to keep the book, the damage fees will be returned to the patron and the book will remain in the collection in a damaged state.

Damaged material will be held at the library for six (6) months, except in the case where damage is due to water/mold/extreme filth in which case it will be disposed of immediately. This gives ample time for the public to inspect the damage and to pick up the material once paid for. After that time the library will dispose of the material.

6.6 Conduct in the Library

Safe Environment

The Library must ensure an orderly and safe environment is maintained for all patrons and staff within the Granisle Library. Patrons and Staff must be able to use the Library as a place free from inappropriate behavior, conflict and intolerable conduct. This commitment is consistent with the Library Act Part 5 and other policies in this manual.

Bullying/Cyberbullying

Any intentional written, electronic, verbal, or physical act or actions against another that will create a hostile, threatening, humiliating or abusive and unsafe library environment is prohibited. The Granisle Public Library has zero tolerance for bullying. The individual in violation of this policy will be asked to leave the library immediately with an automatic ban on library privileges. Individuals violating this policy may receive up to a one year ban or longer as deemed appropriate by the Board of Trustees. There will be no warnings issued for this offense. In addition, law enforcement may be called and appropriate legal action may follow.

Intolerable Conduct

The following conduct, exhibited by any patron regardless of age, **will not be tolerated in the library and may result in a library suspension from three (3) to twelve (12) months**. This suspension may be longer at the discretion of the Trustees of the Library Board.

A staff incident report, an incident witness statement (where applicable) and a Library Director's Report with recommendation will be filed. The following behaviors may also require police involvement and/or be reported to law enforcement.

- Harassment, intimidation, coercion and/or violence
- Theft or intentional property damage
- Rendering property dangerous, useless, inoperative or ineffective
- Any behavior which threatens the health or safety of any person (e.g. arson, fire-arm threats, bomb threats and tampering with safety equipment such as fire alarms)
- Creating or attempting to create a disturbance, using threatening or abusive language and speaking or acting in such a way as to impair the use of the library by others
- Uttering threats (communicating intent to cause bodily harm or death, destroy or damage library property);
- Physical violence

- Criminal harassment (causing a person to fear for their safety or the safety of a person known to them by stalking or engaging in threatening behavior;)
- Creating, accessing viewing, storing, sending disseminating or printing any content which is considered unlawful according to the definition of illegal material in the Criminal Code of Canada.
- Discrimination, based on race, color, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or gender.
- Possession/use/selling of illegal or dangerous substances or objects (examples include the use of illegal drugs and alcohol, possession of drug paraphernalia and possession of firearms or explosives)
- Any other behavior which contravenes the Criminal Code of Canada

Patron conduct on library premises

To better serve all library users, the library has established certain standards of behavior. The staff is authorized by the Board to ensure that, in fairness to other users, all patrons regardless of age comply with acceptable standards of behavior. If patrons fail to comply with a request to modify their behavior, they will be required to leave the premises. Further action may be taken at the discretion of the Library Director.

Examples of unacceptable behavior include, but are not limited to:

- Leaving small children under the age of (8) unattended by a parent, caregiver or guardian in the library.
- Failing to cooperate with staff or other patrons
- Eating or drinking by electronic equipment
- Swearing, yelling or being verbally offensive
- Boisterous activity such as play fighting, roughhousing or running
- Intoxication resulting from drugs or alcohol
- No personal items/pets to be left in entrance way (eg. Bikes, dogs)
- Obscene language
- Smoking
- Unacceptably loud behavior
- Use of rollerblades, skateboards, or scooters
- Disruptive noises, including excessively loud cell phone conversations or ring tones.
- Failing to wear appropriate clothing
- Soliciting
- Strong or intrusive scents are not tolerated on library premises

Conduct in the Library Remedies

The Board of Trustees anticipates remedies for infractions of the Patron Conduct in the Library to be applied with discretion, with minimum enforcement to get the needed compliance. Remedies may begin with a simple courteous request.

The Chief Librarian and delegated staff will need to determine remedies on a case-by-case basis inclusive of calling the RCMP, removal from the Library for a period, suspension of Library privileges, exclusion/expulsion from the Library, and/or such remedies as may be deemed appropriate.

Library users regardless of age may be asked to leave the Library by staff, and/or computer user privileges and/or general Library privileges may be cancelled or suspended with due cause, including but not limited to:

- Breaching the Code of Conduct
- Misusing or damaging a computer or other equipment, reprogramming the Library's computer, tampering with the equipment or software, and
- Using the Internet and/or Wi-Fi services for illegal or unethical purposes (as determined by the Library Director or delegate)

Library users may be prosecuted and/or financially liable for any damage to Library equipment

Incident Reporting

Incident reports documenting infractions of the Code of Conduct shall be made and submitted to the Library Director. If future actions are required, the reported documentation will be available.

Appeals

Appeals regarding suspensions of privileges or expulsion from the Library should be directed in writing to the Library Director. The Library Director will adjudicate each appeal on an individual case basis. If the matter cannot be resolved, the matter may be referred to the Board of Trustees for review.

6.7 Invigilation of exams

When time permits, exam invigilation services may be offered at no charge.

Anyone requiring their exam to be mailed/couriered to the examining institution must also pay for said cost.

Library staff will endeavor to follow the exam invigilation instructions as closely as possible. It may not, however, always be possible to invigilate the exam exactly as requested.

Section 7: Electronic Information and Computer Technology

7.1 Internet Use

Objectives

The Granisle Public Library provides public internet access free of charge to meet the educational and recreational needs of the community.

Filtering

The Internet allows access to a wealth of material from around the world. However, as an unregulated medium it also contains material which is illegal, offensive and inaccurate. The Granisle Public Library does not use filtering software on its public access terminals. Patrons have the sole responsibility for deciding what material they access.

Patron's Responsibilities

While using the Library Internet Terminals or wireless service, patrons must comply with the following responsibilities:

Illegal Use: Patrons are prohibited from using the Internet Terminals or wireless service for illegal or criminal purposes... Criminal law forbids the display or dissemination of hate, child pornography, illicit drug or obscene material.

Copyright Laws: Material downloaded or printed from the Internet is subject to the copyright laws.

Software: Downloading software from the Internet is the financial and legal responsibility of the patron. Patrons are not permitted to install software on the Internet access terminals. Patrons are also requested not to change the desktop or default settings on the public terminals.

Public Standards: The Granisle Public Library is a public place and the Internet terminals are on public display. The library reserves the right to ask individuals to discontinue the display of information and images that may be offensive to the public.

Liability: The Granisle Public Library is not responsible for damage to a patron's computer equipment or for any loss of data, damage, or liability that may occur from the patron's use of library terminals or wireless services.

Procedure and Limitations: Patrons may be limited to 60 minutes per day on a public terminal. There are no time restrictions on using the libraries wireless service.

7.1 Internet Use (continued)

The library reserves the right to revoke Internet privileges and/or ban patrons from the library for inappropriate use of the public terminals.

Public Computer Use by Children

All children, regardless of age, may use the library's public computers. Parents are solely responsible for how their children use computers at the library even when their children are unaccompanied

7.2 Lending Technology with a Library Card

Mobile Hot Spots, Laptops and Tablets

A “hotspot” consists of a mobile wireless hotspot device itself, as well as its charger, case and instructions. When a patron borrows a mobile hotspot, the patron’s use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library electronic/internet policies. By borrowing and initiating use of the Library’s hotspots, the user agrees to abide by the Library’s policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library’s hotspot, tech devices and internet access provided by the Granisle Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited. Unlawful use of the internet or use that violates the Library’s Policies is prohibited and may result in the loss of privileges. The library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

- At the time of checkout, the borrow must present their library card in good standing, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit, laptops will be in a case accompanied by chargers, and mouse and tablets will be in a case with charger.
- Additional Items as digital pens or headphones will be available separately to sign out.
- Only one device and one hotspot may be signed out at time.
- The loan period for all devices is 2 weeks with no grace periods or renewals.
- Overdue hotspots will be deactivated at closing on the day the hotspot is due.
- Patrons are not permitted to return electronic devices through the book drop but are asked to return items to the circulation desk
- Patrons will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories.
- Electronic devices must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures.
- Parents/ guardians are responsible for the use of the Hotspot by minors

Section 8: Public Relations

8.1 Posting Public Information

The Granisle Public Library has limited space for posting public information. Posting preference will be given to public service announcements, information about the services of non-profit community organizations and cultural events. For community events, direction should be given to our community event calendar on the Granisle Public Library website and community bulletin boards.

Information must be pre-approved by Library Director or staff before posting. The Library Director may refuse to post information that is offensive, criminal, or whose content is contrary to the mission of the library or contravenes library policies.

As it is important for public libraries to be viewed as a neutral public space in which all are welcome, political and religious statements or pronouncements and solicitations from political or religious groups will not be posted.

Public posting in the library in no way implies the Granisle Public Library Association's endorsement of the service or event announced.

8.2 Public Relations and Media Relations

The Granisle Public Library is committed to providing accurate and effective information to the public in a positive and cooperative manner. All media requests are to be directed to the Library Director or Library Chair who may in turn designate another to respond. No other person may issue statements unless pre-authorization has been granted.

When dealing with the media, disclosure restrictions imposed by the Freedom of Information/Protection of Privacy Act must be observed.

Neither Staff nor Board may write "Letters to the Editor" in any format, to any publication. Those authorized to write to Editors on behalf of the Library are the Library Director and the Library Board Chair or authorized designate.

Neither Staff nor Board are permitted to take part in radio call-in shows, social or media blogs, or to approach media outlets with story ideas, unless they have designated to do so by the Library Director.

Further, all materials being released or published (such as posters, brochures, newsletters and reports) must receive prior approval by the Library Director.

Approved and adopted into practice by the Granisle Public Library Board of Directors -April 18, 2023

8.3 Lost and Found

The Granisle Public Library attempts to contact owners of lost items whenever possible. Inexpensive articles found on library premises are retained at the library for three months and then forwarded to a charity organization. Valuable articles are forwarded to the RCMP within two weeks.

Approved and adopted into practice by the Granisle Public Library Board of Directors -April 18, 2023

Section 9: Conference Attendance and Travel

9.1 Travel

All travel must be conducted at the lowest means possible and within reason.

Personal Automobile

Employees/Trustees who are asked to use their personal vehicle for NCLF business (meetings/conferences) or professional development are asked to carpool when possible. Anyone preferring to take their private vehicle and not carpool may do so but reimbursement for gas may not be forthcoming.

Proof of valid driver's license and insurance must be submitted to the Library Director prior to transporting others.

Mileage rates will be paid at the current NCLF mileage rate (2023= \$0.61/km)

The NCLF meal reimbursement rates are as follows when a meal is not provided at an event such as a conference. NCLF reimbursements do not include GST as that is rebated back by CRA to the library with yearend submissions.

Addendum: Additional costs may be approved by the Board for meal within reason, but will not include alcohol purchased with meal.

2023 Rates

Breakfast: \$14.16

Lunch: \$16.38

Dinner: \$28.31

9.2 Professional Association Memberships

In the interest of fostering interlibrary cooperation and exchange of information, and in the belief that library associations play a strong role in advocating library use and support, as well as providing a wide range of member benefits, the Granisle Public Library Association is committed to maintaining institutional memberships in the following library associations:

- The British Columbia Library Association
- The British Columbia Library Trustee Association
- The Association of British Columbia Public Library Directors (ABCPLD)
- North Central Library Federation

Section 10: Personnel

10.1 Duties of the Library Director

It shall be the responsibility of the Library Director to have general charge of the library, under the direction of the Chairperson and of the Board. The Library Director shall certify all bills incurred, monitor the library's accounts, and keep accounting records current. Preparation of annual budget, annual reports to the Province, quarterly reports to the Village of Granisle, and make monthly reports to the Board. The Library Director will attend to the purchase of books and reading materials, equipment and supplies, programming and workshops for patrons, and be responsible to the Board for the care of the library property, and for the proper discharge of their duties by all employees.

The Library Director shall be the Secretary of the Board, and as such, shall keep faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such other duties as may properly belong to the office or be delegated to him/her.

10.2 Role of Library Director vs Role of the Board

General

Board: Trustees are guardians of a “public trust” to ensure that the library provides relevant, comprehensive, and efficient service to the community it serves.

Library Director: The Library Director is responsible for the day-to-day operation of the library to fulfill the library’s mission. He/she acts as an advisor to the Board. The Library Director is the link between the link between the Board and the library operation.

Executive

Board: Determines the mission of the library and sets the rate of progress to fulfill the mission. Reviews mandates, missions and values. Identifies strategic challenges and sets strategic direction.

Library Director: Plans programs and services to fulfill the library’s mission and mandate. Reviews mandates, missions and values. Advises the Board to strategic challenges.

Advocacy

Board: Acts as an ambassador for the library. Establishes, supports and participates in a planned public relations programs. Reports regularly to governing officials and the general public. Develops relationships with key external stakeholders. Secures the community’s support and appreciation for the advancement of the library’s mission.

Library Director: Acts as an ambassador for the library. Maintains an active program of public relations. Reports regularly to the Board, government officials and the general public through annual reports. Develops relationships with key external stakeholders. Secures the community’s support and appreciation for the advancement of the library’s mission.

Policy and Procedures

Board: Determines and adopts written policies to govern the operation of the library. Monitors current operations.

Library Director: Acts as an advisor to the Board when policy is being deliberated or determined. Carries out the policies of the library as adopted by the Board. Establishes and implements day-to-day operations and procedures.

10.3 Recognition of Retiring Employees

The Board recognizes retiring employees in an appropriate manner.

10.4 Hiring

When a family member of the Library Director is an applicant or a position in the library, then the hiring process will be conducted by a member/ members of the Board and the Assistant Library Director. Any evaluation will be conducted by the Assistant Library Director with a member of the Board in attendance.

10.5 Criminal Record Check

The Library Director and staff members are required to undergo a criminal record check every five years. The cost if any will be absorbed by the library.

10.6 Dress Code

The dress code is Business Casual for all staff in order to provide a safe, comfortable and professional looking workplace for everyone.

Skirts, dresses, capris and dress shorts of appropriate length (must cover to mid-thigh when seated), dress pants, shirts, running shoes, low/no heels are all appropriate wear. Dress jeans are permitted but should not have fashionable rips or tears. Pants must not be rolled nor dragged on the floor. Muddied and wet footwear are not to be worn inside the Library. Leggings/jeggings are only to be worn when a shirt/tunic covers to mid-thigh. No sweat pants/shirts are to be worn. Clothing shall be free of writing and graphics.

All clothing must be clean, wrinkle free and hemmed.

Scented products are restricted in respect to patrons and coworkers with extreme allergies (ex. Perfume, hairspray, body spray, deodorant, creams, and soaps)

Section 11: Finance

11.1 Tangible Assets

The Granisle Public Library organizes its tangible capital assets according to three major categories:

- Library Collections
- Office Furniture/Equipment
- Computer/Software and Hardware

The useful lives of all tangible capital assets are assumed to be five years and are depreciated using the straight-line method. All tangible assets have a residual value of zero at the end of five years.

If deemed to be a part of a pool, tangible capital assets below the capitalization threshold, presently set at \$1,000, can be lumped together and capitalized and amortized in these pools over the five-year period (eg. Library material and/or computer networks). Donations of capital assets would be assigned a fair market dollar value.

Purchases under \$1,000 are to be expensed in the year of acquisition (eg. Periodicals which include both magazines and newspapers).

All tangible capital assets and the related accumulated depreciation would be disclosed on the Statement of Financial Information (SOFI). Depreciation expenses calculated each year would be recorded as an expense.

11.2 Annual Financial Review

The Board appoints an accounting professional to review its annual financials at its Annual General Meeting.

Section 12: Health and Safety

12.1 First Aid

The Granisle Public Library Association is committed to providing first aid services which meet the minimum required standards as per WCB Regulations. As such, employees are expected to possess a current Standard First Aid Certification and training in Cardiopulmonary Resuscitation (CPR).

12.2 Scented Products

Health statistics reveal that one in four individuals suffer from respiratory ailments and almost half of these individuals have allergic reactions to these ailments. Medical evidence also shows that the scented products are harmful to the health of sensitive individuals.

In order to provide a healthy, comfortable and productive work environment scented products are to be avoided throughout the library facilities.

A sign will be posted on the front doors of the library facility.

12.3 No sitting/standing child seats on countertops, tables and furniture in library

For health and safety reasons no one is permitted to sit, stand or place child seats on any countertop, table (exception would be a provided change table in a family washroom) or furniture in the library. Staff has a duty to alert anyone seen breaking this policy immediately.

12.4 Breastfeeding in the library

The library supports a mother's right to breastfeed anytime, anywhere in the library. Nursing mothers may request a private space if one is available.

12.5 Unattended Children

1. Children under nine (9) years of age

Children under nine (9) must be accompanied at all times by an adult/caregiver (16+). However, during children's programming, the adult/caregiver (16+) of children under six (6) are free to browse within the library but should not leave the premises as their child might leave the program in search of them.

2. Children nine-eleven (9-11)

Children nine-eleven (9-11) may come into the library independently but should not be left unattended for substantial periods of time. If the library staff notices that children are left for extended periods of time, the parents and/or guardians will be contacted.

3. Special Needs Children

Special needs children are not to be left unattended at the library.

4. Notice to Patrons

The following sign shall be posted in appropriate locations:

"Parents and caregivers are reminded that the library is a public place and that young children should not be left alone on the premises. The library staff cannot be responsible for them."

12.6 Contagious ailments and/or infectious diseases

Patrons with contagious ailments/infectious diseases will be asked by a staff member to leave the library premises until all health concerns are resolved. Alternate means of receiving library materials can be made with the Library Director in the event a patron is ill.

During periods of pandemic (ex. COVID-19) the Library may be closed temporarily or operate at reduced hours. Enhanced health and safety protocols would come into effect immediately and would be communicated to staff and the public. Guidelines would address the need for social distancing, enhanced cleaning and the wearing of masks when inside the Library in order to decrease the risk of transmission. No masks would be required for curbside service because this service would be provided without human contact. Areas of the Library, events, programming and space rental may be unavailable until all risks are eliminated.

Section 13: Board of Trustees

13.1 Legal Status

The Granisle Public Library Association is a corporate body created under Part 4 of the British Columbia Library Act. The Public Library Board is the governing body whose duties and responsibilities are outlined in the Library Act of British Columbia.

13.2 Power and Duties

- To hold a minimum of six Board Meetings with quorum per year.
- To prepare and submit an annual budget for the operation and maintenance of the Library.
- To formulate and administer policies.
- To be responsible for the appointment of the Library Director.
- To approve expenditures from the capital and operating budget.
- To determine acceptance, use, or expenditures of donated funds or property in accordance with the terms and wishes of the donor, in consultation with the Library Director.
- To determine and review strategic goals of the Library according to the needs of the community.
- To perform an annual evaluation of the Library Director if necessary.
- To prepare an Annual Report for submission at the Annual General Meeting.

13.3 Board Organization

Membership:

- The Library Board shall consist of not fewer than five (5) and not more than nine (9) trustees and an appointed representative from local government, as per the requirements of the Library Act.
- The usual term of office is two years.
- A Library Board member may serve for a period of eight consecutive years.
- A waiting period of one year is required before re-election to the Board.

Annual General Meeting:

- The Annual General Meeting and election of officers of the Board of Trustees must take place before the end of April.
- Officers of the Library Board are Chair, Vice-Chair and Treasurer.
- These officers are elected for a term of one year and shall be eligible for re-election.

Appointments:

- If a vacancy arises midterm, the Board may appoint a replacement until the next Annual General Meeting.
- The Village of Granisle may appoint a Library representee annually.

13.4 Officers of the Library Board and Their Responsibilities

Chair

- Chairs the meetings of the Board.
- Leads and directs the work of the Board.
- Acts as a liaison between the Board and the Library Director
- Represents the Board in the Community

The Vice Chair

- Substitutes for the Chair as necessary

The Treasurer

- Presents the monthly budget report to the Board.

Secretary:

- Initiates or answers correspondence as directed by the Board or the Chair.

Board Committees:

- Will be appointed as needed by the Chair.

13.5 Meeting Procedures

Regular Meetings:

Regular Board Meetings shall be open to the public with delegations being heard at the beginning of the regular meeting.

Special Meetings:

Meetings shall be held "in camera" with no delegations to be heard.

Quorum:

Quorum will be the majority of Board members excluding the Council Representative.

Rules of Order:

Robert's Rules of Order will be followed.

Electronic Voting Policy

Voting:

Voting may be by show of hands, secret ballot, or electronic means. The Chair votes to break a tie. The Chair does not have the power to veto a decision determined by a vote.

Electronic Voting:

For matters of an urgent nature or when it is not feasible for the Board to meet in person, electronic voting may be used to help facilitate decisions of the Board.

Minutes:

The Library Director will be recording secretary to the Board. The Library Director is not a Board Member and cannot vote.

Finance:

Signing officers shall be the Library Director, Board Chair, Vice-Chair and Treasurer. All cheques must be signed by one person from management and one Board Member (as named above).

13.6 Board Communication with Staff

The primary line of communication with staff will be through the Library Director.

13.7 Board Member Code of Conduct

Introduction:

Members will serve the community in a conscientious and dignified manner. Members will treat Library users, volunteers, staff, and fellow Board members with respect. Members will not abuse, bully or intimidate others and, as well, members will ensure that the Library is free from discrimination and harassment.

Public Servants:

Members will respect the role of Library Staff as public servants who provide professional and politically neutral advice to the Board.

Privacy and Confidentiality:

Members will respect the privacy of others, will not share information acquired by virtue of their role at the Library, while on the Board or after they leave the Board.

Improper Use of Influence:

Members will not use their role on the Library Board to improperly influence others for private gain or to gain preferential treatment for family, friends or organizations with which members are associated.

Use of Library Property and Resources:

Members will only use the facilities, equipment, supplies and staff for the business of the Library.

Accountability:

The Granisle Public Library Board is accountable for the Implementation of this Policy.

