



Agreement

Adopted April 23, 2016

NORTH CENTRAL LIBRARY FEDERATION AGREEMENT

This agreement between the Burns Lake Public Library Association, Cariboo Regional District Library, Fort St. James Public Library Association, Fraser Lake Public Library Association, Granisle Public Library Association, McBride and District Public Library Association, Mackenzie Public Library, Prince George Public Library, Valemount Public Library Association and Vanderhoof Public Library Association forms the bylaws of the North Central Library Federation.

Definitions:

Board – the governing body of the Federation

Board Member – the trustee appointed to the Federation board by the member

Federation – North Central Library Federation

Fiscal Year – January 1 – December 31

Member(s) – library or libraries with membership in the Federation

LAG – Librarians' Advisory Group

Librarian – Head/Chief Librarian or Library Director or CEO of a member library

Libraries Branch – BC Ministry of Education Branch responsible for public libraries

Manager – staff member responsible for Federation operations

1. The members recognize the value of sharing resources and coordinating efforts to improve access to library service in the context of strong local libraries;
2. The members wish to create an organization that will foster and promote quality public library service for their residents through the provision of open access to library services and the development and implementation of collaborative service efficiencies and enhancements.

A. Governance

The Federation is directed by the Board composed of 1 appointed trustee from each Member. The Librarian from each of the Members is a participant in the LAG.

B. Board Members

- a. Are active Trustees on the Boards of the Members, with the exception of the Cariboo Regional District Library.
- b. Cariboo Regional District Library will appoint its Librarian as Federation board member.
- c. Serve a 2-year term beginning on April 1 in the year appointed,
- d. May be reappointed.
- e. Vacancies occurring between appointments are immediately filled by the Member.
- f. Terms of board members will stagger, beginning in 2016. The Manager will notify board members and their libraries of term expiries no later than January of each year.

- g. 1 board member and 1 alternate from each Member will be appointed no later than March 31 as required per Section B Article f. Written notice of the appointments will be submitted to the Manager, including name, telephone number and email address of the appointed trustees.
- h. Board members and alternates are reimbursed only for necessary expenses incurred while acting on behalf of the Federation. Expenses must be approved by the Federation Treasurer or Manager.

C. Officers

- a. A Chairperson, Vice-Chairperson and Treasurer are elected at the first meeting of each fiscal year.
- b. Vacancies are filled by election as required.
- c. The Manager is Secretary to the board.

D. Meetings of the Board

- a. All meetings are conducted in accordance with Robert's Rules of Order Newly Revised.
- b. There are at least 2 meetings /year.
- c. Meetings are in-person or via teleconference or Internet conference.
- d. Meetings require 30 days' written notice stating time and place and including an agenda.
- e. Special meetings may be called by the Chairperson or by written request of at least 2 Board members. Special meetings require 7 days' written notice stating the reason for the special meeting.
- f. Written notice of meetings may be posted electronically.
- g. Each Member has 1 vote and a majority of Board members is required for a quorum.
- h. The Manager records and files minutes of meetings, and posts to a secure NCLF electronic site.
- i. Votes may be by show of hands, secret ballot, electronic or telephone. Proxy voting is not permitted.
- j. The Librarian of each Member attends Board meetings as an advisor.
- k. The appointed board member or alternate from each library will attend the meetings.
- l. Librarians may appoint an alternate to attend a meeting.
- m. Except for in-camera sessions, Board meetings are open to the public. Librarians attendance at in-camera sessions is at the discretion of the board.

E. Committees

- a. The Board may appoint committees as necessary.
- b. Committees follow rules imposed by the Board and report as required by the Board.
- c. The Board Chairperson and Manager are ex-officio members of all committees.

F. Staff Support

- a. The Board appoints a Manager and other staff as required.
- b. The Manager reports to the Board Chairperson.
- c. All other staff report to the Manager.

G. LAG

- a. The Librarian of each Member participates in the LAG.
- b. The Manager uses the advice of the LAG to implement the Strategic Plan.
- c. The LAG advises the Board on policy and planning.
- d. The LAG meets at least 4 times per year.
- e. LAG meetings are in-person, or via teleconference or Internet conference.
- f. Librarians may appoint an alternate to attend a meeting.
- g. LAG members and alternates are reimbursed only for necessary expenses incurred while acting on behalf of the Federation. Expenses must be approved by the Federation Treasurer or Manager.

H. Finances and Records

- a. The Board appoints at least 2 signing officers.
- b. The Treasurer and Manager prepare a provisional budget for the upcoming year, which is approved by the LAG at least 2 months before the end of the fiscal year.
- c. The Board approves the budget prior to the new fiscal year.
- d. The Board authorizes all changes to the approved budget.
- e. Accounts and financial records are maintained according to generally accepted accounting principles.
- f. The Manager prepares monthly financial reports and submits them to the Treasurer each month, and posts the financial reports to a secure NCLF electronic site quarterly.
- g. The Manager prepares year-end financial statements and submits them to the Treasurer and Chairperson within 30 days of the yearend. Once they are approved and signed, the Manager posts the financial statements to a secure NCLF electronic site.
- h. The Manager prepares the Statement of Financial Information (SOFI) and submits it to the Treasurer and Chairperson for their review by April 15th of each year. Once approved and signed, the Manager submits the SOFI to Libraries and Literacy by the due date.
- i. If the Federation is dissolved or discontinued any remaining assets and liabilities will be shared by the Members on a prorated basis following the same per library/per capita formula used to calculate funding from Libraries Branch.

I. Opting Out

- a. A Member may opt out of participating in a Federation project or program, and is not required to make a direct financial contribution to a project or program if opting out.

J. New Members

- a. A public library may submit a written request for membership.
- b. The Board may accept new members when this is approved by a majority vote of Board members.
- c. The Manager will notify Libraries Branch of new members within 1 month of admittance.
- d. The Board may agree to provide full or partial service to organizations other than public libraries.

K. Ending Membership

- a. A Member intending to end membership in the Federation must apply to the Board in writing by December 31 for an ending date of March 31.
- b. All benefits and responsibilities of membership will continue during that time.
- c. The Member will have until February 28 to withdraw its application to end membership.
- d. The Manager will notify Libraries Branch by April 30 of any members that have ended membership.
- e. Application to re-join the Federation may be made according to Article J.

L. Obligations

- a. If a Member fails to perform its obligations under this agreement it will be considered in breach of this agreement and be given 30 days written notice from the Board to correct the breach.
- b. A Member that fails to correct the breach within the 30 days will cease to have any rights under this agreement.
- c. The Member's financial obligations to the Federation will continue to be payable.

M. Amendments

- a. The Board may amend this agreement by majority vote if written notice of the motion to amend has been sent to all Board members at least 30 days in advance of a Board meeting.