

Guidelines on the Working Relationship between the City of North Vancouver and the City of North Vancouver Library Board

April 2008

BACKGROUND

These guidelines have been developed to promote a good working relationship between the City and the City Library.

These guidelines are based on established practice, with some amendments, the requirements outlined in the *Library Act* and input from Library and City staff as well as Library Board Members and City Council.

These guidelines acknowledge that while the Board is established and governed by the *Library Act* the majority of operating and capital funds come from the City.

The Library and the City may, from time to time, agree to develop agreements for specific services. Service agreements are intended to clarify the services provided and charge back costs and respective roles and responsibilities of the City and the Library. At the time of adopting these guidelines a number of service agreements existed including:

- Financial services
- Information Technology and Computer services
- Building Maintenance

Copies of these agreements are attached as Appendix #1.

For the purposes of this document, it is important to make a distinction between the role of governance and administration. Governance is performed by Council and the Library Board for their respective organizations which involves the authority to create policies and define organizational expectations. Administrators for the two organizations are responsible for managing operations and implementing policies and decisions made by their respective governing bodies.

While the *Library Act* allows for the creation of a separate governance body and administration for the library, as a municipal service funded primarily through the local government tax base, it is essential that the City and Library cooperate at both the governance and the administrative levels.

I. LIBRARY BOARD APPOINTMENTS

Library Board appointments are governed by the *Library Act* and are made by City Council.

The Library Board proposes Board appointments to Council for their consideration and will develop and maintain board member qualifications to ensure suitable candidates are considered for appointment.

II. FINANCE

The Library Board will provide necessary reports and background information for budget preparation consistent with procedures for City Departments.

The Library Board will include any plans for new or revised services in its annual budget presentation for the consideration of Council, but may also report to Council on such items at any other time during the year.

The Library Administration will consult with City staff on financial matters, particularly relating to the formulation of budget submissions and improved budgetary and operating control.

The Library Board may from time to time, develop and oversee a process for ongoing fundraising for library resources and capital equipment.

The City may provide support to the Library in their fundraising efforts.

III. LABOUR RELATIONS

The Library Board is created pursuant to the *Library Act*.

The Library Board is a separate employer from the City.

The Chief Librarian, the City's Director of Human Resources and the City Manager will work jointly on labour relations matters and collective agreement negotiations.

The Library Board, as a separate employer, will currently retain the Metro Vancouver Labour Relations Department to conduct collective bargaining (between the Board and the appointed bargaining agent, presently CUPE Local 389), in consultation with the Library Administration.

IV. RELATIONSHIP BETWEEN THE CHIEF LIBRARIAN AND THE CITY MANAGER

It is critical that these two senior management positions have an effective working relationship that is cooperative and that builds on each other's strengths in areas such as joint strategic planning, communications, organizational management and service delivery.

To this end, the Chief Librarian and City Manager will meet a minimum of 4 times per year to discuss topics of mutual interest and efforts will be made to maintain regular communications between meetings.

V. RELATIONSHIP WITH OTHER CITY DEPARTMENTS

As described above there are a number of service agreements currently in place that describe specific services delivered by the City to the Library. This section describes working relationships between the Library and other City Departments where service agreements don't currently exist but where an ongoing working relationship exists and is necessary.

1. Planning

The Chief Librarian will be the key link between City and the Library in the development of long-range plans for library services and to ensure that City priorities are taken in account.

The Library Board expects to participate in the long-range plans of City Departments through the Chief Librarian's participation on the City Directors' Team so that Library service may be part of any development or redevelopment of the City.

Library Administration will consult with the Community Development Department where appropriate, and in particular will consult with local planning officers when considering major changes to library service and long range planning.

The Library shall adhere to the City's Official Community Plan.

2. Human Resources

The Library Board shall appoint a Chief Librarian in accordance with the *Library Act* and the Board may assign/delegate duties and responsibilities to the Chief Librarian as it deems appropriate.

The Library Board will consult with the City Manager and the Director of Human Resources on the appointment, terms of employment and termination of the Chief Librarian.

The Library Board has delegated the authority to approve the appointment, deployment, resignation and termination of all library staff to the Chief Librarian.

The creation of new permanent positions requires the approval of City Council as per current City policy.

The City Manager should be consulted regarding library staff terminations when there are significant costs implications.

The City, through its Human Resources Department or the City Manager's Office, will provide advice and assistance to the Library Board or the Library Administration on human resources and occupational health and safety matters, when requested.

The City agrees to provide assistance to the Library Board and the Library Administration by maintaining the Library's employee health & welfare benefit plans.

The Library will maintain a job classification system which is compatible with the City's job classification system, for Union and Exempt staff; any changes of classification or organization will be discussed with the City in order to maintain compatibility and ensure that the cost does not exceed approved budget levels.

The City will provide advice and service relative to initiating, altering, and monitoring benefit plans. The Library Administration will inform the City's Human Resources Department of any discrepancies that should be corrected, and if these corrections are necessary, these will be made by the City.

Library staff will be able to attend staff training programs organized by the City on an availability basis.

The Library will maintain liaison with the City's Human Resources Department in an attempt to ensure that the Library's Human Resources policies and practices do not conflict with those of the City.

3. Communications and Public Relations

The Library Administration will consult with the City Communications staff to ensure consistent and compatible marketing, public relations,

and branding.

4. Civic Buildings

The Manager, City Facilities shall advise the Library Administration as required to ensure that the appropriate level of building services and maintenance are provided to meet library needs.

As the Library is a key component of the City of North Vancouver, the Manager of Facilities will approve and manage the construction and alterations to library properties, and provide the supervision of maintenance, security and energy consumption services to Library buildings, monitor the performance of contractors and shall have the right of access to library buildings to ensure the City's buildings and equipment are used and maintained in an acceptable manner.

The City will process insurance claims on properties or buildings in which the Library is located.

The Library will develop and maintain a room rental policy consistent with existing City room rental policies.

5. Legal Services

The City will provide the Library with legal advice and assistance, primarily in the areas of personnel (including representing the Library at arbitrations), contractual, and property (including the preparation of leases) matters.

Contracts between the Library Board and other parties may be reviewed by City officials for their legality.

Library Board members are covered by the City's liability insurance.

6. City Clerk

The Library Administration will provide a copy of all Library Board minutes to the City Clerk, as well as advance notification of regular Board meetings.

In-camera minutes of the Board will be considered by the City Clerk to be confidential documents and will seek permission from the Chair of the Library Board before making the minutes available to City staff other than the City Manager, Director of Finance, the City Auditor and the City Solicitor.

The Clerk will provide the Board with excerpts on City Council and committee minutes relating to library matters, as well as advice, when requested, on procedural matters, and advance notice of meetings when Library matters are to be discussed at Council.

VI. GENERAL

The Board will seek a meeting with Council at least annually to review its operations and plans for the year ahead.

These guidelines shall be reviewed annually at the joint Library Board/Council meeting.

The Library Board shall submit all reports to Council or its committees through the City Manager’s Office, as is the practice with City Departments.

Library Administration and /or a Board representative should attend all Council and Council Committee meetings when Library matters are discussed.

The Chief Librarian shall attend all Directors’ Team meetings as a full member of the Directors’ Team.

The Library Administration in consultation with City staff, will consider what services it could provide to support City policies and programs and City staff in their various functions.

The Library Administration may from time to time negotiate specific services from the City to assist with its operations.

Date adopted:

_____ Library Board

_____ City Council