

Marigold Library

Board

Terms of Reference



Marigold is a dynamic, responsive organization that empowers communities through exceptional public library service and support. We are the operational hub for the system. Our services do not overlap with what public libraries provide to their communities; our services enrich what the public library can offer to their community. Marigold provides value by enhancing the depth and breadth of public library resources in your community, no matter where you live. Together with Marigold member libraries, we get the latest books, technology, resources, and materials in people's hands and onto their screens. Marigold provides training, support, IT infrastructure, and digital content that libraries could not affordably provide on their own. Our ability to leverage resources provides tremendous benefits and cost savings while recognizing the unique needs of each member library, whether located in large urban centres or rural and remote communities.

The Marigold Library Board is a volunteer board that governs Marigold Library System under the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11*, as amended, and the Marigold Library System Agreement. The Board assumes responsibility for developing policy related to framework, governance, advocacy, and operational management of Marigold and its library service points. There are 42 member municipalities, each with a trustee who is appointed by their municipality to the Marigold Library Board.

- Municipal Councils appoint trustees and may also appoint an alternate to attend Marigold Board meetings.
- Marigold Board members and alternates can make a motion and vote.
- Alternates may only vote when the appointed trustee for their municipality is not in attendance.
- Trustees are responsible for reporting back to their Councils and municipal library boards.
- The Marigold Report is sent to Councils and Special Areas Boards following a Board meeting.
- Quorum is 33% or a minimum of 15 trustees in attendance at each of the four Board meetings.

Meetings

Marigold hosts four meetings throughout the year: January, April, August and November. The meetings start at 9:30 am and usually adjourn by 1 pm. Guests and observers are welcome. Meetings may be held virtually or in-person.

Board members need to familiarize themselves with Marigold's policies, bylaws and plans found in the Marigold Library System Board Policy Manual.



Compensation & Reimbursement for Expenses for Board Members

The role of the trustee is an unpaid, volunteer position where attendance at Board meetings is not compensated. However, in accordance with Canada Revenue Agency (CRA) regulation, Marigold pays its Board members a “Director’s fee” when attending Marigold committee meetings. Committee members may choose to exempt themselves from Director’s fees.

Marigold provides breakfast and lunch at its in-person Board meetings. Marigold also pays for overnight accommodation and meals for Board members travelling far distances.

Mileage is paid at a rate of \$0.60 per kilometer for travel to and from authorized Marigold meetings. Board members are encouraged to carpool when feasible. Reimbursement is available for commercial travel upon presentation of receipts.

Committees

Marigold’s committees ensure the advancement of Marigold’s mission by reviewing and updating policies for the Board. Their policy recommendations are based on research presented by management staff on services, governance, technology, programs and advocacy.

Marigold Board Members may serve on one or more of these standing and/or ad hoc committees.

The ***Ad Hoc Nominating Committee*** confirms and submits the nominations for Chair, standing committee Chairs and standing committee members to the Marigold Board for a vote at the Annual General Meeting.

The ***Executive Committee*** fulfills the functions of the Marigold Board with full powers between Board meetings. The committee works closely with the CEO to ensure that the organization has the resources it needs to respond to new opportunities, leadership transitions, financial and environmental trends.

The ***Human Resources (HR) Committee*** defines the HR policies for Marigold headquarter staff, including compensation and benefits, health and safety and staff development.

The ***Governance Committee*** ensures that Marigold is practical, efficient and functional. Policy for Marigold's community libraries originates with this committee. Marigold has seven community libraries.

The ***Standards & Services Committee*** sets priorities for programs and services for member libraries.

