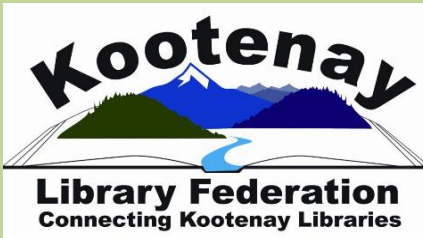


Policies



- 1.0 KLF Consortium Purchase Policy
- 2.0 Speaker/Tour Policy
- 3.0 Governance Workshop Support
- 4.0 KLF Travel Compensation Policy
- 5.0 KLF Reserve Funds
- 6.0 Code of Conduct and Confidentiality
- 7.0 Conflict of Interest
- 8.0 Online Motions
- 9.0 Records Management

Policy Title: KLF Consortium Purchase Policy	Policy Number 1.0
Approved by the Board: October 13, 2007 Amended: October 19, 2019	Expected review date: Every two years

Purpose/Rationale

The KLF aims to provide financial assistance and administrative support to member libraries for consortium purchases. Consortium purchasing is a collaborative arrangement where goods, works or services can be obtained for better prices collectively rather than individually. The KLF supports regional equity among member libraries for services and programs.

Principles:

The KLF will provide financial assistance for a consortium purchase providing that:

1. 50% of member libraries are participating in the purchase,
2. When possible, member libraries can commit to a two-year subscription for databases (for patron and staff learning and uptake), and
3. KLF funding is available.

Policy Title: Speaker/Tour Policy (formerly Author Tour Policy)	Policy Number 2.0
Approved by the Board: May 15, 2010 Amended September 26, 2020	Expected review date: Every two years

Policy Background

The objective of a tour is to increase engagement between communities and their local library and to introduce authors, speakers and performers and their work to the community. The Kootenay Library Federation may offer partial or full funding to authors, speakers and performers for fees and travel costs related to public performance in member libraries.

Policy Statement

The KLF will consider the following when planning a tour:

1. Suggestions for authors, speakers and performers made by member libraries.
2. Budgetary impacts of sponsoring a tour.
3. Geographic equity when scheduling tours.

4. If grant funds are used, the grant conditions will take precedence over other considerations.
5. Partnering with publishers, member libraries, and community groups to plan, promote and host a tour.

Policy Title: Governance Workshop Support (formerly KLF Trustee Orientation Program)	Policy Number 3.0
Approved by the Board: October 13, 2007 Amended: October 13, 2019 Amended: September 26, 2020	Expected review date: Every two years

Policy Background

The British Columbia Library Trustees Association offers governance workshops on a cost recovery basis.

As part of our mandate to provide professional development for board members, the Kootenay Library Federation will cover a portion of the governance workshop fee charged by the BCLTA.

Policy statement:

The KLF will reimburse member libraries for 60% of the governance workshop fee charged.

1. This support is available to trustees from any KLF member library.
2. Member libraries are responsible for paying the balance of the fees, travel, and any other additional costs for the attendees.
3. Working with the BCLTA, and when possible, the KLF will arrange up to two in-person or Zoom training sessions per year - one in the East Kootenays, and one in the West Kootenays. Library trustees may attend a session in another part of the province under the same guidelines described in this policy.
4. Financial support for governance workshops is contingent on acceptable funding for the KLF from Libraries Branch.

Policy Title: KLF Travel Compensation Policy	Policy Number 4.0
Approved by the Board: October 23, 2010 Amended: October 19, 2019	Expected review date: Every two years

Purpose/Rationale

As reimbursement for travel and accommodation expenses are the largest cost of KLF meetings and training events, it is sensible that libraries make the most economical arrangements possible for travel. The KLF encourages and will work to facilitate carpooling amongst Board members and Library Directors.

Exceptions may be made to this policy for reasons including poor driving conditions, unforeseen circumstances, and accessibility concerns. If possible, consult with the KLF Executive Director prior to making travel arrangements which do not comply with KLF policy. In these circumstances, reimbursement consideration will be at the discretion of the KLF Executive Director.

Principles

1. Maximum amounts for travel, meals and accommodation will be at the current rates paid by the BC Government and will be reviewed annually. This information can be found at https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf
2. Mileage rates for vehicle use include all vehicle costs such as gas, maintenance and insurance. Mileage rates will not exceed the cost of economy class airfare, where available. Mileage will be calculated using the distances set out in the KLF distance chart.
3. Carpooling is encouraged where feasible.
4. Air travel reimbursement will be the lesser of actual costs or economy class travel and will be booked promptly when the commitment to travel becomes known.
5. Receipts are required.
6. Meals will be reimbursed at the receipted amount or the maximum stipulated rate, whichever is less. When a meal is provided, a meal allowance will not be paid out. Alcoholic beverages are not a reimbursable expense.
7. Billeting with family and friends is encouraged and upon request, will be reimbursed at a rate of \$45.00/night's stay, inclusive of accommodation and meals.
8. Meetings will end by 3pm to allow travel home the same day.

	KLF Distance Chart																			
	Beaver Valley	Castlegar	Cranbrook	Creston	Elkford	Fernie	Grand Forks	Greenwood	Invermere	Kaslo	Kimberley	Midway	Nakusp	Nelson	Penticton	Radium H.S.	Rossland	Salmo	Sparwood	Trail
Beaver Valley	x	45	214	108	377	310	122	162	347	135	245	193	185	65	308	360	24	25	339	16
Castlegar	45	x	231	125	391	326	97	137	363	115	245	154	145	46	283	376	38	42	356	31
Cranbrook	214	231	x	105	164	96	322	362	133	219	31	377	312	230	506	146	238	190	125	230
Creston	108	125	105	x	269	201	216	256	238	114	137	270	206	124	402	251	133	85	231	124
Elkford	377	391	164	269	x	67	484	525	278	386	185	539	533	394	667	291	401	353	39	393
Fernie	310	326	96	201	67	x	418	457	211	315	121	473	408	325	602	224	334	286	30	326
Grand Forks	122	97	322	216	484	418	x	40	454	207	353	57	240	137	186	467	98	133	447	108
Greenwood	162	137	362	256	525	457	40	x	494	246	393	15	280	177	145	507	138	173	487	148
Invermere	347	363	133	238	278	211	454	494	x	352	120	511	366	362	639	13	371	323	240	362
Kaslo	135	115	219	114	386	315	207	246	352	x	251	262	93	70	391	365	146	109	345	140
Kimberley	245	262	31	137	185	121	353	393	120	251	x	406	343	261	537	133	270	221	150	261
Midway	177	152	377	271	540	472	55	15	509	261	408	x	295	192	131	522	153	188	502	163
Nakusp	185	149	312	206	533	408	240	280	366	93	343	297	x	146	361	379	180	181	437	173
Nelson	65	46	230	124	394	325	137	177	362	70	261	194	146	x	323	375	77	40	355	70
Penticton	308	283	506	402	667	602	186	145	639	391	537	131	361	323	x	649	282	318	633	292
Radium H.S.	360	376	146	251	291	224	467	507	13	365	133	524	379	375	649	x	384	336	253	375
Rossland	24	38	238	133	401	334	98	138	371	146	270	152	180	77	282	384	x	50	364	10
Salmo	25	42	190	85	353	286	133	173	323	109	221	189	181	40	318	336	50	x	315	41
Sparwood	339	356	125	231	39	30	447	487	240	345	150	500	437	355	633	253	364	315	x	355
Trail	16	31	230	124	393	326	108	148	362	140	261	163	173	70	292	375	10	41	355	x

Policy Title: KLF Reserve Funds	Policy Number 5.0
Approved by the Board: October 15, 2016 Amended: September 26, 2020	Expected review date: Every two years

Purpose/Rationale

The Federation has a commitment to its member libraries to maintain the current level of programming and to be flexible to explore new opportunities that meet the Federation's strategic priorities.

Principles:

Due to the unpredictable nature of the Federation's revenue stream, the KLF will maintain two reserve funds. A general reserve is intended for use should our annual operating grant from Libraries Branch be delayed. An operating reserve is intended for use should Libraries Branch discontinue disbursing annual operating grants to library federations.

1. In either of these eventualities, the two reserve funds will be used to meet obligations to our member libraries, to fulfill program and project commitments, and if required, to ensure an orderly shutdown of the Federation.
2. The general reserve will be held in a high interest savings account. These funds (\$5000.) are available to the Executive Director without Board approval. Executive Committee will be apprised of use of general reserve funds. When used, these funds will be replenished after the Federation operating grant is received from Libraries Branch.
3. The operating reserve will be held in a cashable term deposit in an amount sufficient to ensure an orderly shutdown of the Federation over a course of four months (between \$40,000 - \$50,000).
4. The Executive Director is responsible for ensuring that the reserve funds are maintained and used in consultation with the Treasurer and used only as described in this policy.
5. This policy will be reviewed every two years by the Finance Committee and the Executive Director. Any changes will be referred to the Board for approval.
6. Surplus funds will be used to fund projects or programs, based on current strategic priorities. The Executive Director is responsible for ensuring that any surplus funds are used only as described in this policy.

Policy Title: Code of Conduct and Confidentiality	Policy Number 6.0
Approved by the Board: October 13, 2018	Expected review date: Every two years

All Kootenay Library Federation Board members will:

1. Recognize that whether or not they agree with a decision made by the Board, they must support said decision as being the considered judgement of the Board, and present a unified voice when speaking outside of Board meetings.
2. Operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
3. Have loyalty to the interests of the Kootenay Library Federation. This supersedes any loyalty to advocacy or interest groups.
4. Listen carefully to and respect the opinion of other Board Members and respect the decisions of the Board.
5. Maintain confidentiality about all matters that are discussed and considered during in camera meetings.
6. Use proper care and exercise ethical, lawful and prudent judgment in the performance of their duties.
7. Recognize that all authority is vested in the Board as a whole when it meets in legal session, and not with individual Board members.
8. Participate actively in Board meetings and actions.
9. Call to the attention of the Board any issues that may have an effect on the KLF.
10. Refer complaints about the KLF to the Board Chair for governance issues or the Executive Director for operational matters.
11. Recognize that the Board's job is to ensure that the KLF is well managed, not to manage the KLF.
12. Ensure that the KLF is financially secure, growing and always operating in the best interests of the member libraries.
13. In terms of confidentiality, Board members must not disclose confidential information learned as a result of their KLF duties, except as necessary for the performance of those same duties.
 - a. Board members must continue to maintain information in confidence after the termination of their involvement with the KLF.
 - b. Board members must not use confidential information gained through their association with the KLF in order to further their own private interests or those of a related party.
 - c. If in doubt about what is considered confidential, a Board member should seek guidance from the Board Chair or the Executive Director.

Signed _____

Date _____

Policy Title: Conflict of Interest	Policy Number 7.0
Approved by the Board: October 13, 2018 Amended: October 19, 2019	Expected review date: Every two years

Conflicts of interest arise when Board members' personal interests conflict with their duties and responsibilities as Trustees. A conflict of interest can exist whether or not a pecuniary advantage exists.

Neither Board members nor their immediate families may be employees of the Kootenay Library Federation.

Board members are responsible for understanding and identifying potential situations in which conflicts of interest might arise. Board members have a duty to declare possible conflicts before the onset of discussion on any given issue or agenda item.

1. Board members who perceive themselves to be in a possible conflict of interest will:
 - a) Report the matter immediately to the KLF Board Chair or Vice-Chair.
 - b) Excuse themselves at the onset of discussion, without comment, from not only the vote, but also the deliberation of the issue or agenda item in perceived conflict.
2. When requested, Board members may be present in such a discussion or debate to clarify information, unless an objection is made by any other Board member. Any declaration must be recorded in the minutes.
3. Full disclosure of a potential or actual conflict of interest will be made in writing to the KLF Board if:
 - a) A Board member is related to another Board or staff member by blood, marriage, adoption or domestic partnership.
 - b) A Board member or a Board member's family or business organization accrues a direct or indirect pecuniary or material benefit from:
 - o A Board decision or the outcome of a Board decision
 - o A contract or business arrangement established by the Kootenay Library Federation
 - c) A Board member is a member of the governing body of a contributor to the Kootenay Library Federation.
4. This policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conflict of interest applicable to non-profit and charitable corporations.

Policy Title: Online Motions	Policy Number 8.0
Approved by the Board: October 19, 2019	Expected review date: Every two years

Purpose/rationale:

The KLF Board and LDAG each conduct regularly scheduled business meetings in the Spring and Fall of each year. Special meetings may also be called as warranted. There are occasions that business requiring a decision will arise when no meeting is scheduled and calling a special meeting is not warranted. This policy is intended to provide structure to the process of introducing a topic requiring an online discussion and decision.

If a topic requiring discussion and decision is introduced when a regular Board or LDAG meeting is not scheduled, the following process will be followed:

1. The KLF Chair and Executive Director will ensure that the timing of the request precludes waiting for the next Board or LDAG meeting for a decision, or requires the calling of a special meeting.
2. A report with a recommendation (motion language) will be circulated via email to the Board or LDAG (as appropriate) for discussion. A time limit will be applied to the period for discussion, as determined by the Executive. If it is determined that the motion requires additional input from member library boards, the time limit will be extended to facilitate that consultation.
3. If a decision is required after discussion, the Executive Director will ask for a mover and a seconder of the motion to be put forward.
4. With a motion “on the table” the Executive Director will establish a time frame for discussion of the motion.
5. When the discussion period ends, the Executive Director will call the question on the motion/revised motion. Five business days will be given to send in votes. The Executive Director will ensure that a quorum exists for any decision, and communicate the results of the vote to the membership.

When a recommendation originates from within the LDAG, the above procedure will also apply. If the motion with a recommendation from the LDAG passes, it will be forwarded to the KLF Board for consideration.

Any decision made online will be added as an agenda item and read into the minutes at the subsequent Board or LDAG meeting, as appropriate.

Policy Title: Records Management	Policy Number 9.0
Approved by the Board: September 26, 2020	Expected review date: Every two years

Purpose/rationale:

The purpose of this records management policy is to ensure that full and accurate records of all activities and decisions of the Federation are created, managed and retained or disposed of appropriately, and in accordance with the operational needs of the Federation and relevant legislation. This policy pertains to all records of the Federation, physical and electronic.

Principles:

1. The storage of files held by the Federation is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record. The Federation Board and/or the Federation Director have the discretion to retain records longer than the period provided for in the retention schedule provided they have historical or current value.
2. The Federation Board shall keep orderly and timely record of its business so that its records are compliant with federal rules and regulations.
3. The Federation Director has overall responsibility for oversight of the records management program and records destruction.
4. Records may be kept in hard copy or electronic format. Electronic documents will be backed up at minimum monthly to an external drive or a secure Canadian cloud-based account.
5. The Federation may collect personal information for the purposes of program and service provision, evaluation, and newsletter distribution (opt in only). The Federation will use reasonable security measures to safeguard this information.
6. Retention and disposal of personal information is in accordance with BC's Freedom of Information and Protection of Privacy Act. The Federation will not retain any personal information longer than necessary for current service provision, unless required by law.
7. Records with personal information that have been slated for disposal following the guidelines set out in the retention schedule shall be shredded or deleted by the Federation Director. All other records slated for disposal shall be recycled.

8. Those records which are deemed essential to the survival of the Federation (vital records) have been identified for protection from destruction in the event of a disaster. Vital records are identified in the retention schedule (V).
9. Vital records will be kept in a persistent electronic format (e.g. pdf) and held in duplicate by the Board Chair. Updated vital records will be provided to the Board Chair once per year, following the AGM.

KLF RECORDS RETENTION SCHEDULE

(V) = vital records

One year	Three years	Seven years	Forever
Budget working sheets	Board Agenda packages	Committee Minutes (after disbanded or issue is resolved)	Board Minutes (V)
Grant applications (not approved)	Correspondence, general	Contracts (after expiration)	Historical Records: <ul style="list-style-type: none"> - Annual Reports - Federation Agreement (V) - Governance & policy manuals - Record of programs supported by the KLF by year - Strategic Plans
Workplans	Federation Managers' Meeting Minutes	Financial Records (V), including but not limited to: <ul style="list-style-type: none"> - Bank statements and reconciliations - Budgets (final) - Cheque stubs, invoices, and receipts - Payroll - SOFI (submitted copy) - Subsidy calculations - Vendor and supporter lists - monthly reports 	Provincial Library Grant Reports (V)
	Insurance policies (after replacement or cancellation)	Grant applications and reports (approved grants)	
	LDAG Agenda packages	LDAG Minutes	
	Personnel files (four years after employee leaves)	Statistics and surveys (programs, consortial purchasing, Strategic Plans, conferences etc.)	

In addition, it is the responsibility of the Federation Director to keep those records which will contribute to the continuous smooth operation of the Federation as well as a robust historical record of the activities of the Federation.

