Multitype Library Board
Terms of Reference

Purpose
The Multitype Library Board was established to facilitate the cooperative development of the multitype library system in Saskatchewan. It provides a forum for appointed representatives of all library sectors in Saskatchewan to meet and discuss ways in which libraries can cooperate to share resources and services.

Membership
The minister must appoint the following persons as members of the Board:
   a. public library director
   b. school library director/consultant
   c. post-secondary library director
   d. post-secondary library employee
   e. special library director
   f. special library employee
   g. Provincial Librarian
   h. Saskatchewan Library Trustees’ Association (SLTA) representative
   i. Saskatchewan School Boards Association (SSBA) representative
   j. Saskatchewan Library Association (SLA) representative

The minister may appoint any or all of the following persons as members of the Board:
   a. one person who is, or who is employed by, an information provider
   b. Saskatchewan Urban Municipalities Association (SUMA) representative
   c. Saskatchewan Association of Rural Municipalities (SARM) representative
   d. one or two other persons

Terms and Selection
All appointments to the Board are to be for a term of two years and members may serve a maximum of two consecutive terms.
   • When a Board member dies, resigns, or is otherwise unable to complete his or her term of office, the minister may appoint another person to the Board to complete the unexpired portion of that member’s term.
   • A member’s term may continue beyond the expiration date if the minister has not appointed a replacement.

Associations will provide the minister with nominations (three are preferred) to represent their organization. Other Board nominees will be recommended by current Board members or Provincial Library and Literacy Office staff.
Each nominee is evaluated against the following considerations:

- **Geographic location** -- Preference is given to a Board composition that provides perspectives from across the province including, urban, rural, and northern locations.
- **Cultural diversity**, while not required, is desirable (in particular representation of Indigenous library services).
- **Gender equity** is desirable.
- **Willingness to consult with the sector and represent those views.**
- **Interest in library co-operation.**
- **Range of experience in library operations, roles and sectors.**

**Chair**

The Board Chair commits to a term of no less than one year. The appointment of a vice-chair is recommended to support the work of the Chair and facilitate meetings when the Chair is unavailable.

**Meetings**

- The Board meets at least 3 times a year for a one day in-person meeting.
- Board members also participate on ad hoc committees and represent the Board on other provincial committees.
- Board decisions are made using a consensus model.
- Members are entitled to be reimbursed for reasonable expenses incurred for the purpose of attending meetings of the Board. Members of the board who are not members of the Public Service of Saskatchewan and who are not employed by a library or library system are entitled to honoraria for services rendered to the board at the rate or rates established by Treasury Board.

**Objects of the Board**

- Advise and make recommendations to the minister on the development of the multitype library system.
- Make recommendations to libraries and library systems with respect to the development of the multitype library system.
- Involve libraries and other persons, organizations and information providers in the development of the multitype library system.
- Advise the Provincial Librarian with respect to planning for the multitype library system.
- Advise the Provincial Librarian in the administration of funding for the purposes of multitype library systems.
- The Board shall establish model multitype library agreements.
- The Board shall exercise any other functions assigned to it by the minister.

**Reporting**

The Multitype Library Board is required to prepare and submit an annual report to the minister. The report is tabled 120 days after the fiscal year-end.
Member Responsibilities

- Bring library trends/issues to the attention of the Board.
- Publicly support both the Board mission and activities.
- Help enhance the public image of the Board.
- Communicate with their respective sectors so that issues are brought to the attention of the Board.
- Keep confidential any conversations or information designated as such.
- Give the point of view of their sector in both discussions and written sector reports.
- Determine if sector consultation is required for decision-making (major decisions may require consultation, minor decisions may not).
- Make their best assessment of whether their sector would support a Board initiative.
- Sit on committees of the Board as required.
- Prepare for meetings.
- Attend regular scheduled meetings and others as required.
- Notify the Chair or PLLO if they cannot attend a meeting.

Support

Provincial Library and Literacy Office provides secretariat services to the Board.

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