



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Board By-laws #1

POLICY REPLACING: Procedural By-laws September 1993

SUBJECT: Library Board membership

BOARD APPROVAL DATE: May 13, 2014

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### RATIONALE:

In compliance with the Public Libraries Act 1990 C.44, this policy outlines the composition and functions of the Bracebridge Public Library Board.

### DEFINITIONS:

#### **Trustee:**

The Trustee is a corporate member of the Bracebridge Public Library Board. That power of authority shall be used within the capacity of Board meetings. The Chair, or in his/her absence the Acting Chair, is the elected representative of the Board, and is the only trustee with the authority to discuss discipline problems with the CEO of the Library.

### POLICY STATEMENT:

#### **Organization of the Bracebridge Public Library Board**

The Bracebridge Public Library Board is constituted and governed by the provisions of the Public Libraries Act 1990 (Chapter 44) and a By-Law of the Corporation of the Town of Bracebridge 1901/03/11

The public library shall be under the management, regulation and control of a public library Board which is hereinafter referred to as "the Board"

The Board shall consist of nine Trustees (eight members of the public and one Councillor appointed by the municipal Council)

The term of office of all Trustees shall be the same as the term of office of Municipal Councillors.

The Chair of the Board shall be elected at the beginning of the term.

Notice of vacancy on the Board shall be advertised by the Municipal Clerk in newspapers of general circulation in the Bracebridge area.

In case of a vacancy caused by any reason other than the expiration of the term for which a member was appointed, the Board shall request the appointment of a successor to complete the unexpired term, except where the unexpired term is less than forty-five days.

If a member is absent from three consecutive Board meetings without being authorized by a Board resolution, the member's seat becomes vacant in accordance with the Public Libraries Act R.S.O. 1990 (Chapter P. 44, Section 13, Subsection C) The Chair shall forthwith declare the seat vacant and shall notify the Council in writing.

The Board shall appoint a Chief Executive Officer, herein referred to as "the CEO" who shall have general supervision over and direction of the operations of the Library and its staff, shall attend all board meetings, and shall have the other powers and duties that the Board assigns to him/her.



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### **Duties and Responsibilities of Board Members:**

#### **The Board Members shall:**

- Promote within the community a positive image of the Library and its services
- Attend all Board meetings and ensure that accurate records are kept on file at the Library
- Notify the Chair or CEO when unable to attend a Board meeting as early as possible prior to the meeting.
- Determine and adopt written policies to govern the operation and programs of the Library.
- Determine the purpose of the Library and secure adequate funds to carry out the Goals and Objectives of the Library
- Assist in the preparation of the annual budget
- Be familiar with local and Provincial laws relating to Public Libraries
- Establish among Library Policies, statements pertaining to the employment of the Chief Executive Officer.

#### **The Board Members MAY:**

- Establish, support and participate in a planned Public Relations Program
- Attend Provincial and National Trustee meetings and workshops
- Be aware of the services of the Southern Ontario Library Service
- Report regularly to the governing officials and the general public

#### **The Chair, Acting Chair and CEO of the Board MAY:**

- Represent the Library Board in dealings with the Town Council, civic groups and other agencies.

### **Duties and Responsibilities of the Chief Executive Officer/Chief Librarian:**

#### **Position Summary:**

- Acts as Chief Executive Officer of the Library Board under the direction of the Library Board.
- Plans, organizes, supervises and controls the operations of the Bracebridge Public Library following the goals, objectives and policies approved by the Library Board.

#### **Desirable Qualifications:**

- Master of Library Sciences/Information Sciences from an accredited university
- Proven managerial capability
- Knowledge of the principles, practices and techniques of public library service
- Public relations skills

#### **Responsibilities:**

- Is the Chief Executive Officer of the Board
- Acts as Secretary of the Board. Attends and participates in regular board meetings, records minutes of the meetings, and provides information as requested by the Board.
- Recommends policy changes to the Board, implements and evaluates existing Board policies
- Is familiar with all legislation pertaining to the Library and its personnel
- Is responsible for personnel - interviews and hires staff, assigns responsibilities, trains staff, sets performance standards and reviews staff performance on an annual basis, supervises staff.
- Oversees selection of all Library materials, supplies, and equipment.
- Directs and oversees the Library services, and coordinates all Library programs.
- Represents the Library Board in dealings with the Town Council, civic groups and other agencies.



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Analyses community needs to prepare plans and recommendations for future development of Library services

Maintains a liaison with other libraries and attends regional library meetings.

Supervises the preparation of statistical information for government and library reports.

Attends conferences, seminars etc. to maintain an awareness of new trends in the library field.

Is responsible for public relations and increasing the Library's profile in the community

Recommends the annual budget to the Board. Directs the preparation of the annual budget for submission to the Board. Controls the Library's financial commitments, expenditures and revenues throughout the year,

Is the Systems Administrator for the Library's Integrated Library System

Performs such other duties as the Library Board may assign from time to time.

### **Functions of the Public Library Board:**

1. to prepare an annual budget for presentation to the council
2. to receive monthly and annual financial statements
3. to arrange facilities which meet the needs of the Library
4. determine a basis for operation of the Board and to review and update policy on a regular basis
5. shall make provision for insuring the Board's real and personal property
6. shall make an annual report to the Ministry of Tourism, Culture and Sport
7. may appoint such committees as it considers expedient
8. shall take proper security for the Treasurer

### **RELATED DOCUMENTATION:**

Public Libraries Act RSO 1990 C.44

### **PREVIOUS REVISIONS:**

1987

September 1993

May 2003 (reviewed)