



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Governance #1

SUBJECT: Purpose & Duties of the Board

POLICY REPLACING: Board By-laws
#1 Library Board Membership May 13,
2014

BOARD APPROVAL DATE: September 10, 2019

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RATIONALE:

The purpose of the library board is to govern the affairs of the public library in service to the community. This policy sets out the work of the library board and the ways in which the library board achieves its purpose.

POLICY STATEMENT:

Duties and Responsibilities of Board Members

Trustee authority shall be used only within the capacity of Board meetings.

Duties of the Public Library Board:

1. appoint a Chief Executive Officer, herein referred to as "the CEO
2. Prepare an annual budget for presentation to the council.
3. Receive monthly, quarterly and annual financial statements.
4. Advocate for facilities which meet the needs of the Library.
5. Review and update policies during each Board's term.
6. Make provision for insuring the Board's property and liability coverage.
7. Make an annual report to the Ministry of Tourism, Culture and Sport.
8. Appoint such committees as it considers expedient.
9. Take proper security for the Treasurer.

The Board Members shall:

- Act in the interest of the Library members and community over and above other interest group involvement, membership on other boards, council or personal interest.
- Follow the Board By-law #4 Library Board Code of Conduct
- Promote a positive image of the Library and its services within the community.
- Attend, be prepared and participate in all board meetings.
- Be expected to be a member of at least one Committee
- Be informed about the activities of the Library and the community, and issues at the provincial and national level that affect libraries.
- Be familiar with local and provincial laws relating to public libraries.
- Be informed of the services of the Southern Ontario Library Service (SOLS).
- Speak with "one voice" once a decision is reached and a resolution is passed by the Board.
- Assume no authority to make decisions outside of Board and/or Committee meetings.
- Notify the Chair or CEO when unable to attend a Board and/or Committee meeting as early as possible prior to the meeting.
- Determine written policies that govern the operation and programs of the Library.
- Determine the purpose of the Library and create a Strategic Plan which is subject to review during the Board term.
- Assist in the preparation of the annual budget to carry out the goals and objectives of the Library.



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- Work in conjunction with all levels of government to secure adequate funds for specific capital projects.
- Ensure that the CEO meets all required responsibilities as identified in the Board's policies.
- Report to Council via, regular reports from the Council Library Board representative or special Board presentations.
- Assign to the CEO, general supervision and direction of the operations of the Library and its staff

The Board Members may:

- Participate in community activities as a Library representative when endorsed by the Board or CEO.
- Attend provincial and national Trustee meetings and workshops.

Terms of Reference for the Board Chair

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 section. 14 (3), a Board shall elect one of its members as Chair at its first meeting in a new term.

The term of office for the Chair of the Bracebridge Public Library shall be for the term of the Library Board.

The Chair leads the Library Board, acts as an official representative of the Library, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.

The Chair and/or Acting Chair shall:

- Preside at regular and special meetings of the Board and ensure accurate Board minutes on file
- Set the agenda in consultation with the Library CEO
- Ensure that business is dealt with expeditiously and help the Board work as a team
- In accordance with Public Libraries Act, section 16(6), vote on all questions
- Act as an authorized signing officer of all documents pertaining to Board business
- Co-ordinate the CEO evaluation process
- Share with the CEO the responsibility for conducting Board orientation
- Co-ordinate the Board's evaluation process
- Represent the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board
- Not commit the Board to any course of action in the absence of the specific authority of the Board



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The Chair, Acting Chair and CEO of the Board may:

- Interact with the Town Council, civic groups and other agencies to represent the Board.
- The Chair, or the Acting Chair, is the elected representative of the Board, and is the only trustee with the authority to discuss performance problems of and with the CEO of the Library.

The CEO shall:

- Act as Chief Executive Officer of the Library under the direction of the Board.
- Plan, organize, supervise and control the operations of the Bracebridge Public Library following the goals, objectives and policies approved by the Board.
- Act as an authorized signing officer of documents pertaining to Board business

Board members duties do not include the responsibilities and duties of the CEO as prescribed in the CEO job description.

RELATED DOCUMENTATION:

Public Libraries Act RSO 1990 C.44

Board By-Law #2 Meetings

Board By-law #4 Library Board Code of Conduct

Town of Bracebridge Council Code of Conduct

PREVIOUS REVISIONS:

1987

September 1993

May 2003 (reviewed)

May 13, 2014