

GRAND VALLEY PUBLIC LIBRARY POLICY

BOARD DUTIES AND RESPONSIBILITIES

Date of Review : May 11, 2011

Chairperson's Signature:

1.1 AUTHORITY

The Grand Valley Public Library is under the management and control of the Grand Valley Public Library Board, herein known as the Board, which is a corporation operating under the authority of the Public Libraries Act, in accordance with the provisions of the Act and of the Regulations made under the Act and established under by-law 95-7 of the Corporation of the Town of Grand Valley.

1.2 COMPOSITION

A public library board for a municipality whose population is less than 100,000 shall be composed of at least five and no more than nine members appointed by the Municipal Council.

1.3 REPRESENTATION

East Luther Grand Valley By-Law 95-7 makes provision for a seven member Board.

- a) Four residents of the Town of Grand Valley
- b) One Town of Grand Valley Councillor
- c) One Township of Amaranth Councillor
- d) One Township of East Garafraxa Councillor

1.4 NUMBER OF COUNCIL MEMBERS

Public representatives shall make up the majority of the Board.

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1.5 QUALIFICATIONS

A person is qualified to be appointed as a member of the Board who is a member of the appointing council or

- a) is at least eighteen years old;
- b) is a Canadian citizen;
- c) is a resident of the municipality for which the Board is established;
- d) is not employed by the Board or by the municipality.

1.6 TERM OF OFFICE

A Board Member shall hold office for term concurrent with the term of the appointing council or until a successor is appointed, and may be reappointed for one or more further terms.

1.7 VACANCIES

The clerk of the appointing municipality shall give public notice of vacancies on the Board by publishing a notice of them, inviting applications in a newspaper of general circulation in the municipality.

Where a vacancy arises in the membership of the Board, the appointing council shall promptly appoint a person to fill the vacancy, except where the unexpired term is less than forty-five days.

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1.8 APPOINTING A CHIEF EXECUTIVE OFFICER

The Board shall employ a Chief Librarian who shall be the Chief Executive Officer and shall have general supervision over and direction of the operation of the Public Library and its staff, shall attend all Board meetings and shall have the powers and duties that the Board assigns to her/him from time to time which may include being the secretary and/or treasurer for the Board. (Board motion #8 June 13, 1989 and East Luther Grand Valley Council By-law 95-7.)

1.9 ANNUAL MEETING

The Chief Executive Officer is authorized to call the first meeting of the Board in each new term. East Luther Grand Valley Council By-law 95-7.

The Annual Meeting shall be held in January. The CEO's Annual Report and statements of operations for the previous year shall be presented to the Board. The Board shall appoint a Chair and a Vice-Chair and the Chair shall appoint such committees as the Board requires for the coming year.

The Annual Meeting shall be chaired by the CEO until a new chair has been elected.

2.1 Chair Responsibilities

The function of the Chair is to act as an official representative of the library and in a leadership role to the Board, ensuring that business is dealt with expeditiously.

During the meetings, the Chair is responsible for:

- calling the meeting to order
- ensuring the Board keeps a written record of the proceedings of its meetings and that the written records are available to the public.
- announcing the items of business in the order in which they appear on the agenda,
- reading motions to the meetings so they can be put to debate,
- presiding over the debate, and subject to the appeal by the members, deciding on all questions of order and general meeting tone,
- acting as the neutral party – not taking sides in a debate but ensuring that the meeting is conducted in a democratic manner and that time is not wasted.

If the Chair wants to speak to a subject or propose a motion he or she should turn the chair over to an appropriate board member.

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2.2 COMMITTEES OF THE BOARD

At the annual meeting, the Board may appoint the following standing committees:

- Advocacy
- Personnel, Administration and By-laws
- Information Technology / Communications
- Ad Hoc

Each year at the first meeting of each committee, a chair shall be elected from the committee members appointed. The Chair of the board shall be an ex-officio member of all committees.

Meetings of the committees may be called by the Chair of the committee or by a majority of the members of a committee.

Committees shall operate within the terms of reference established and approved by the Board. The terms of reference may be amended on a two-thirds majority vote by the Board.

The Finance Committee will be a committee of the whole.

The CEO's Performance Appraisal will be done by the Personnel Committee.

The CEO shall attend all meetings of each committee and take minutes.

The purpose of each committee is to facilitate the business of the Board. Each committee shall review all materials referred to them by the Board, prepare reports and recommendations in their area to be presented to the Board and recommend items for budget inclusion which they wish carried forward in the next year.

Each committee shall consist of a chair, at least two members of the Board, the Board Chair (ex-officio) and/or Vice-Chair, the Chief Executive Officer, a minimum of one councilor regardless of jurisdiction, and volunteers. The responsibilities of the Committee Chair shall be:

- to set the dates of the meetings and to inform committee members of date and place;
- to prepare the agenda in consultation with the CEO;
- to present the minutes and any forthcoming recommendations to the Board.

All committees struck by the Library Board involving community partners shall consist of 60% representation from the Board.

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2.3 **TERMS OF REFERENCE FOR COMMITTEES**

a) **ADVOCACY**

The Advocacy Committee shall be responsible for monitoring and suggesting policies relating to community relations to ensure that service meets the needs of the community and that members of the community are kept informed of library services.

It shall:

Review staff recommendations and suggest activities for Ontario Library Week and other regular and special events;

Suggest and participate in community needs assessment studies and other studies as necessary;

Speak on behalf of the library and advocate for library service formally and informally within the community.

Solicit gifts;

Set objectives for each year and present requests for needed funds to the Board;

Deal with suggestions and complaints from the public;

Pass on accumulated files to the incoming Chair through the outgoing Chair.

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2.3 **TERMS OF REFERENCE FOR COMMITTEES**

b) **PERSONNEL ADMINISTRATION AND BY-LAWS**

The Personnel Administration and By-laws Committee is responsible for initiating the long range planning process for the library and for recommending policy for all library services.

It shall:

Do an annual review of existing policies;

Make recommendations to the Board for additions, revisions and deletions of the policies as necessary;

Ensure that written policies are available to guide all area of Library operations and services and that these policies are available to all Board members and employees and can be readily accessed by the public in paper or other accessible format.

Do a periodic staff deployment study to ensure staffing is adequate to meet community needs.

Consider staffing needs when evaluating the viability of new services as well as the maintenance of regular services.

Pass on accumulated files to the incoming chair through the outgoing chair.

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2.3 **TERMS OF REFERENCE**

c) **INFORMATION TECHNOLOGY / COMMUNICATIONS**

The Information Technology / Communications Committee is responsible to the Board for keeping abreast of the latest advances in information technology software/hardware and making recommendations.

It shall:

Explore evaluate and recommend immediate and future requirements regarding the enhancement of library technology.

Recommend alternative sources of revenue.

The Budget is prepared annually by the CEO for review by the Board.

Review the Technology Planning and Policies annually.

d) **AD HOC COMMITTEES**

Ad Hoc committees will be established by the Board to study a particular area of concern. The composition and duties of the committees shall be established at time of striking.

These committees are dissolved when their goals have been achieved or after deliberations are complete and a final report and recommendations have been presented to the Board.

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2.4 BOARD MEETINGS

The Board shall elect one of its members as chair at its annual meeting in a new year. In the absence of the Chair, the Vice-Chair will officiate.

In the absence of the Chair and the Vice-Chair, the Board may appoint one of its members as acting chair.

The conduct of any Board meeting shall be governed by the current Public Library Act. In all cases not provided for in said Act, Robert's Rules of Order shall apply.

The presence of a majority of the Board is necessary for transaction of business.

2.5 SCHEDULE AND PLACE OF MEETINGS

The Board shall meet regularly the second Wednesday of every month, September to June, from 7:00 to 9:00 p.m. in the McGinnis Room.

2.6 SPECIAL MEETINGS

The Chair or any two members of a Board may summon a special meeting of the Board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called.

2.7 NOTICE OF MEETINGS

Notice of all meetings of the Board shall be given by the CEO to all members of the Board or Committee at least 24 hours in advance of the meeting.

Any Board member unable to attend a Board meeting shall inform the Chair at least three hours prior to the meeting.

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2.8 ORDER OF BUSINESS FOR MONTHLY MEETINGS

1. Call to order.
2. Approval of agenda.
3. Declaration of pecuniary interest.
4. Minutes of the last meeting.
5. Business arising from the minutes.
6. Correspondence.
7. Financial Report.
8. Committee reports.
 - 8.1 Finance.
 - 8.2 Personnel, Administration & By-Laws
 - 8.3 Advocacy
 - 8.4 Information, Technology/Communications.
9. Chair Report.
10. CEO Report.
11. New business.
12. Next meeting.
13. Adjournment.

The meeting shall not last longer than two hours.

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2.9 VOTING ON MOTIONS

The Chair may vote on all motions and in every case shall vote last.

Any question on which there is an equality of votes shall be deemed to be negative.

Every member who is present in the meeting room when motion is put to a vote shall vote on the matter unless the Board excuses that member upon declaration of pecuniary interest under the Municipal Conflict of Interest Act.

Every member of the Board shall declare any pecuniary interest with respect to any item of business in accordance with the Municipal Conflict of Interest Act and shall not vote upon or discuss such business in accordance with the Act.

Subject to section 2.7(paragraph four) any member of the Board refusing to vote on any item shall be deemed to have a negative vote.

Any member may request a recorded vote.

3.1 MEETINGS OPEN TO THE PUBLIC

"Despite any other Act, Board meetings shall be open to the public except that where the Board is of the opinion that intimate financial or personal matters may be disclosed at a meeting and that the desirability of protecting against the consequences of public disclosure outweighs the desirability of holding the meeting in public, the Board may hold that meeting in the absence of the public" Library Act 1990 16(3)

Despite the above the chairman may exclude any person from a meeting for improper conduct.

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3.2 DISQUALIFICATION

If a Board member,

is convicted of an indictable offense;

becomes incapacitated;

is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution;

Ceases to be qualified for membership under clause 19(1)(c) Library Act or section 1.5 herein;

otherwise forfeits his or her seat;

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly.

3.3 INSURANCE

The Board shall make provision for insuring the Board's real and personal property.

The Library contents shall be covered under the Municipality's blanket insurance policy. The premium shall be paid to the Township, from the Library Board Budget, which comes due November 30 of each year. The CEO shall provide a replacement value of contents for the clerk each year and request that the clerk provide a copy of the insurance policy to the Library Board. The Board is to be named as insurer of its real property and as such shall negotiate the settlement of its real property.

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3.4 ASSOCIATIONS

The Grand Valley Public Library shall take out yearly membership in the following associations;

Federation of Ontario Public Libraries (FOPL)

Ontario Library Association (OLA)

Ontario Library Board Association (OLBA)

Administrators of Medium Public Libraries of Ontario (AMPLO)

3.5 AUDITING OF ACCOUNTS

The CEO will hand over the account books the beginning of January to the Clerk for auditing.

The CEO will request a copy of the Auditor's Report from the Clerk.

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3.6 ADVOCACY

1. Intent:

The Grand Valley Public Library Board must be an effective advocate for the provision of good library service by ensuring that: the community is aware of the importance of the library; and, government decision-makers at all levels fully understand the pivotal role that the Library plays in the community.

2. Authority:

The Board's authority to undertake advocacy activities is in compliance with the Public Libraries Act, which specifies that the Board may "make rules regulating all other matters connected with the management of the Library and Library property."

Advocacy initiatives must be in harmony with the Library's current Mission and Philosophy Statement.

3. Advocacy Role

The Board shall fulfill its advocacy responsibility by identifying and responding to issues, concerns, and government policies which may directly or indirectly affect the Grand Valley Public Library.

4. Issue Identification:

The Board shall encourage Board members and advisors, committee members, staff, stakeholder organizations, concerned individuals, and other community or professional organizations to bring advocacy issues to the Board's attention.

The Board shall encourage Board members and advisors, committee members, and especially staff to monitor government legislation and maintain close liaison with appropriate government agencies and professional associations.

5. Issue Response:

After discussion of Advocacy issues, the Board shall direct the Board Chair or the Library Chief Executive Officer to convey its response in person or in writing to the appropriate organization or government agency, and to the media where appropriate.

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3.6 ADVOCACY CONT'D

The Board may convey its decision to the general public and to the Library membership and patrons in an appropriate manner.

The Board shall advise government officials on the impact of current and proposed policies.

6. Library Spokesperson:

Either the Board Chair (or designate) or the Library Chief Executive Officer (or designate) will be the official spokesperson for the Library on advocacy issues, depending upon availability and nature of the issue.

7. Coordination with Stakeholder Organizations:

The Board should make every reasonable effort to ensure that there is a consistent and coordinated response to advocacy issues from the Board.

8. Relations with Municipal Council:

The Board shall ensure that there is regular communication with Township Council and senior administration. The Board should meet quarterly with Council to review the Library's resources, services, plans, and achievements.

9. Relations with other Organizations:

To be an effective advocate, the Library shall communicate, co-operate, and co-ordinate with other libraries, arts, heritage and cultural organizations.

10. Community Awareness:

The Board shall ensure that the Library regularly participates in activities aimed at increasing community awareness of the variety and importance of public library services.

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3.7 BOARD MEMBERS' CODE OF CONDUCT POLICY

The Board commits itself and its members to ethical, efficient and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

1. Board members must represent unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a customer of the library's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act.
 - a) Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a Board member desire employment, he or she must first resign.
3. Members will respect the confidentiality appropriate to issues of confidential nature.
4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
5. Board members may not speak for the Board unless authorized to do so.
6. The Board will go "in camera" when dealing with issues of personnel, property and matters of a legal nature. If minutes are kept of the in camera sessions then these minutes are kept separately from the regular minutes and are for recording purposes only and not to be of a personal nature. No motions can be passed in camera. The information discussed in camera is strictly confidential and cannot be discussed outside the session. Motions passed as a result of the in camera session are minimal so as not to disclose confidential information.

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3.8 MEDIA RELATIONS

Community awareness and understanding of the services of the Grand Valley Public Library are critical to the Library's success in achieving its mission to be a "The Foundation of the community providing social and educational resources". An important partner in our bid to continuously update and inform the community is the news media. It is the philosophy of the Grand Valley Public Library Board that honest, helpful cooperation with the media permits effective relations with both print and electronic media outlets. Effective media relations serve the Library by:

- Informing the public of our services and resources
- Promoting the Library's achievements, activities and significant events
- Keeping the Library visible in the community
- Ensuring that accurate information is conveyed to the public regarding the policies and practices of the Library.

Press Releases – only the Chief Executive Officer (CEO) or the Board of Trustees prepare press releases and other materials for the media. Staff or Board members listed as contacts on press releases are responsible for answering inquiries from the media regarding the releases.

News Conferences – only the CEO or his/her designate will announce news conferences. When a news conference is announced, all members of a specific type will be invited.

Media Events – only the CEO or his/her designate will invite the media and/or guests to attend media events. When a media event is held all members of a specific media type will be invited. The guest list for media events should be carefully designed. If political representatives are to be invited, then invitations must be sent to members of all contracting municipalities.

General Media Contacts – all media inquiries are to be directed to the CEO or his/her designate.

Correction of Erroneous Media Reports – the correction of erroneous media reports will be at the discretion of the Board Chair.

Media Contacts:

Wellington Advertiser
Box 252
Fergus, ON N1M 2W8

The Banner
37 Mill St.
Orangeville, ON L9W 2M4
941-1350
FAX 941-9600

Orangeville Citizen
10 First St.
Orangeville, ON L9W 2C4
941-2230
FAX 941-9361

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3.9 ORIENTATION OF BOARD MEMBERS

The Chief Executive Officer shall ensure that all new Board members, before their first Board meeting, receive an introduction to the library, its facilities, staff and services.

Each Board member shall receive the current *Trustee Training Kit* produced by the Library Trustee Development Program. Local information shall be inserted into this kit, including:

- The library's bylaws and policy statements are available online and in the library
- Guidelines for the position of library trustee
- The library's current budget
- The library's latest audited financial statement
- The names, addresses and telephone numbers of other members
- A package of materials from the previous meeting (minutes, reports, etc.)

Upon retirement or resignation from the Board, a trustee will surrender his/her training kit to the Chief Executive Officer.