

## Topic: Library Board By-laws

### 1.2 Purpose and Responsibilities of the Board

Board Motion Number:	<b>23.042</b>
Date of Original Board Motion Number:	<b>October 22, 2007</b>
Date of Current Issue:	<b>June 27, 2023</b>
Date of Next Review:	<b>2027</b>
Attachments:	<b>Appendix A Advocacy</b>

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

1. The Board must ensure that the Library is operated in accordance with the *Public Libraries Act, R.S.O. 1990, chapter P.44*.
2. Board members act to both manage assets belonging to the public and deliver services to the public and are bound to act in good faith and in the best interests of the Library.
3. The Board has primary responsibility for planning. Therefore, the Board must determine the goals and objectives of the Library and secure adequate funds to fulfil these goals. The Board must set the mission and overall direction of the Library in response to the needs of the community.
4. The Board must act in an advocacy role by confirming and promoting the Library in the community and by advocating the community's needs in the Library. A strong relationship must be developed and maintained with the Township Council. (*See Appendix A*)
5. The Board must evaluate and fix the rate of pay of the CEO/Librarian, and if necessary, dismiss the CEO/Librarian. Further, the Board must approve any dismissal of library staff recommended by the CEO/Librarian.
6. The Board delegates authority to the Chief Executive Officer (CEO) for management of library operations.
7. The Board provides direction to the CEO through board motions, policies and plans.

8. The Board provides feedback to the CEO through a performance appraisal process.
9. The Board must work with the CEO/Librarian to prepare and approve annual operating and capital budgets adequate to carry out the Library's goals and objectives. The Board must present this budget to the Township Council each year and ensure adherence to the approved budget. An audited financial statement is prepared annually by the Township and is available to the public.
10. The Board must fix the dates and times for regular meetings of the Board, and the mode of calling and conducting them, and ensures that full and correct minutes are kept.
11. The Board must make provision for insuring the building and contents. Any structural changes to the Library building require permission of the Township Council.
12. The Board must ensure proper handling of monies. (The Treasurer of the Township also handles the monies of the Library. Petty cash is handled by Library staff.)
13. The Board must appoint necessary committees.
14. The Board must ensure that all reports required or requested by the Township or the Government of Ontario are submitted when required.

### **Board Contact Information**

The Board recognizes the value of communications with the public and outside agencies. It is the Board's policy to provide a method for open communication while protecting the personal information of its members.

Board member's personal information, including telephone numbers, addresses, emails, and other electronic means, will not be made available to the public.

Incoming Board correspondence shall be distributed to Board members by the CEO/Librarian or designate.

Electronic correspondence via the Board's email shall be made available to the Board Chair, Vice Chair, and CEO/Librarian.

Correspondence will be included in Board packages and be recorded for public record, with the exception of any correspondence regarding an identifiable person. Correspondence regarding identifiable individuals will be included in Closed Sessions.

The CEO/Librarian will not unreasonably withhold correspondence from the Board. The CEO/Librarian, in conference with the Board Chair, may exclude and disregard any correspondence that is defamatory, obscene and/or promotes criminal activity. Further, any correspondence to the Board unrelated to Library service and Library governance will be disregarded.

An email address shall be posted on the Library's website for those wishing to contact the Library Board by electronic means. Written correspondence can be mailed to the Library marked "Attention: Library Board Chair".

## **Library Policy**

The library board has the sole responsibility for establishing policy. Policies set the framework for the governance and operations of the library and provide direction to the library board and employees. Board members and employees are responsible for knowing, understanding, and complying with North Kawartha Public Library policies.

## **Responsibilities**

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
  - a) the Chief Executive Officer or library staff
  - b) a member of the library board
  - c) the council
  - d) government through legislative requirements
  - e) a member of the community or general public
2. The Library CEO will develop new policies as needed or draft revisions to existing policies for Board approval.
3. The library board is responsible for the monitoring of policies and will:
  - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g. Occupational Health and Safety policies require annual review)
  - b) ensure that policies comply with the **Public Libraries Act** as well as any applicable municipal bylaws, provincial or federal legislation
4. The library board is responsible for approval of all library policies and will:
  - a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
  - b) approve all policies at a duly constituted board meeting.

## **Policy Distribution**

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the date of approval and the date of the next review.
2. A signed master copy of each approved policy to be housed in the CEO's office.
3. A print copy of the full suite of policies for the North Kawartha Public Library will be available at the Apsley Branch.
4. Each Board member should have access to the full suite of policies for the North Kawartha Public Library.
5. All policies for the North Kawartha Public Library will be posted on the library's website,

## **Consolidation and Rescinding of Policies**

- a) **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
- b) **Rescinding:** As necessary, a policy may be removed with Board approval from the suite of North Kawartha Public Library policies.

## Appendix A – Advocacy

### **Purpose**

The North Kawartha Public Library Board shall be an effective advocate for the provision of exemplary library service. Through its advocacy work, the Library Board seeks to:

- Educate and inform stakeholders, funders and community members of the Library's unique governance, continued relevance and value within the community;
- Build relationships in support of library governance, representation and voice; and,
- Strengthen facilities by securing funds to improve existing spaces and expand facilities, technologies, and services in support of municipal growth and evolving community expectations.

This policy applies to the Library Board, and also delegates authority to the CEO/Chief Librarian as well as any staff members who are authorized by the CEO/Chief Librarian, to advocate on behalf of the Library. This policy defines when, why, how and who would engage in advocacy activities on behalf of the North Kawartha Public Library.

### **Guidelines**

The Library Board shall:

- Fulfill its advocacy responsibilities by identifying and responding to issues, concerns and government policies that may directly or indirectly affect the North Kawartha Public Library.
- Encourage Board members, advisors, staff, volunteers, stakeholder organizations, concerned individuals and other community or professional organizations to bring relevant issues to the Board's attention.
- Ensure that advocacy remains a planned and sustainable ongoing process at the Library, by:
  - Adopting an Annual Advocacy Plan and reflecting advocacy related goals and actions within its Strategic Plan.
  - Welcoming development opportunities to support and enhance Board members' advocacy-related skills.

### **Municipal and Community Relations**

The Library Board shall:

- Build relationships and understandings with key decision makers and individuals and organizations whose interests and objectives align with those of North Kawartha Public Library.

- Ensure that there are regular communications with Town Council and senior administration.
- Present to Council, at least annually, to inform Council of the Library's resources, services, plans and achievements.
- Adopt and implement strategies to ensure that the Library has a 'voice at the table', expanding opportunities for the Library to demonstrate its value, contribute to shared community initiatives and encourage investments in library spaces and services.
- Communicate, co-operate, and co-ordinate with other libraries, organizations, agencies and institutions when and as appropriate.
- Ensure that the Library regularly participates in activities aimed at increasing community awareness of the variety and importance of public library services.

### **Issue Response**

After discussion of the issue(s), the Library Board:

- Shall direct the Board Chair or the CEO/Chief Librarian to convey its concerns in person or in writing to the appropriate organization or government agency, and to the media where appropriate.
- May convey its decision to the general public and to the Library membership and customers in an appropriate manner.
- Shall advise government officials on the impact of current and proposed policies.
- May, at its discretion and by duly approved motion, undertake activities in support of or in opposition to these policies.

### **Communications**

In addition to supporting staff efforts to raise awareness of library programs and services, the Library Board will:

- Communicate in one voice, in an informed manner, relaying the unique benefits of the Library to the community.
- Ensure that all messages are positive and consistent.

Either the Library Board Chair or the CEO/Chief Librarian (or their designates) will be the official spokesperson for the Library on advocacy issues, depending upon availability and the nature of the issue. If contacted by the media or stakeholders, Board members should refrain from responding on behalf of the Library and instead coordinate with the Board Chair and/or CEO/Chief Librarian to ensure appropriate information is shared.

All Board members are encouraged to promote the value of the North Kawartha Public Library and its impact on the community by:

- Sharing unedited stories and relevant information about library programs, services and relevance, as initially published by NKPL, across their personal and social media networks. All such posts should be made in alignment with the guidelines of the North Kawartha Public Library Policy 4.7 Social Media.
- Sharing information about the Board's values, vision and strategic plans.
- Acting as an excellent ambassador for the North Kawartha Public Library and advocating within the guidelines of this policy.
- Assisting the Board Chair and/or CEO/Chief Librarian in officially representing the Library at meetings or other events as requested.