



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: GOV-04
Title: Purpose & Duties of the Board
Board Approval Date: April 9, 2024

Category: Governance
Policy Replacing: GOV-03: Committees of the Board (March 2023), Governance #1 (2019)
Year of next review: 2028

PURPOSE:

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 goals.

POLICY STATEMENT:

Section 1: Purpose of the Board

1. The library board oversees the development of a comprehensive and efficient public library service by:
 - a. developing and expressing the library board's philosophy and values
 - b. articulating mission, service priorities and long-term strategy
 - c. setting policies on governance and service
 - d. planning for further library development
 - e. delegating authority to the Chief Executive Officer (CEO) for management of library operations
 - f. providing direction to the CEO through board motions, policies, and plans
 - g. providing feedback to the CEO through a performance appraisal process
 - h. securing the financial resources to achieve the intended results.
 - i. exercising financial control
 - j. advocating for library service
 - k. evaluating results and assessing outcomes and impact

Section 2: Duties of the Entire Board

1. The library board governs effectively by:
 - a. setting an annual library board agenda that reflects current goals and strategic issues.
 - b. working proactively and making decisions that focus on the library's future and place in the community representing the interests of the community.
 - c. providing opportunities for board development and training
 - d. working effectively as a team
 - e. working collaboratively with the Library CEO and the Council
 - f. evaluating the board's performance
 - g. engaging the community in determining responsive and dynamic library service

- h. behaving with integrity
- i. holding all meetings in public unless closed for a special purpose within the framework of Section 16.1 of the Public Libraries Act

Section 3: Duties of Individual Board Members

The library board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual board members. While an individual board member has several responsibilities, outside of a meeting of the library board he or she has no authority to make decisions.

1. Each board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. **Duty of Diligence:** Individual members of the library board are responsible for exercising a Duty of Diligence as follows:
 - a. be informed of legislation under which the library exists, board bylaws, mission, vision, and values.
 - b. be informed about the activities of the library and the community and issues that affect the library.
 - c. be prepared for all board meetings and
 - d. attend board meetings regularly, contribute from personal and professional experience, and use meeting time productively.
3. **Duty of Loyalty:** Individual members of the library board are responsible for exercising a Duty of Loyalty as follows:
 - a. adhere to the regulations of the **Municipal Conflict of Interest Act**. R.S.O. 1990, c. M50
 - b. 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.
 - c. speak with "one voice" once a decision is reached and a resolution is passed by the library board.
 - d. represent the library positively to the community.
4. **Duty of Care:** Individual members of the library board are responsible for exercising a Duty of Care as follows:
 - a. promote a high level of library service.
 - b. consider information gathered in preparation for decision making.
 - c. offer personal perspective and opinions on issues that are subject to library board discussion and decisions.
 - d. show respect for the opinions of others.
 - e. assume no authority to make decisions outside of board meetings.
 - f. know and respect the distinction in the roles of the library board regarding governance and the employees, management, and operations.
 - g. refrain from individually directing the Chief Executive Officer (CEO) and the employees.
 - h. respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information.
 - i. resist censorship of library materials by groups or individuals
5. **Duty of Committees of the Board:** Individual members of the library board are responsible for exercising Duty of Committees of the Board as follows:

- a. The Board uses standing and ad hoc committees. Each of these committees have terms of reference, and specific duties and responsibilities for membership as approved by the Board. Examples of standing committees include but are not limited to Finance and Policy committees.
- b. Standing committees meet on a regular basis throughout the term of the Board. Ad hoc committees meet when required to further its work.
- c. Committees report directly to the Board and have no authority other than to research a topic, draft recommendations or prepare alternatives for the Board's consideration and possible adoption.
- d. The Board shall establish written terms of reference and specific duties for each Board committee, so that each committee member understands the work of said committee.
- e. An ad hoc committee that is established by the Library Board may include non-Board members as approved by the Board.
- f. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
- g. Committees shall not supervise or direct employees.
- h. Under the Public Libraries Act (Section 16.1) all meetings including regular, special, committee or other meetings of the Board must be open to the public. By definition, a committee means any advisory or other committee, sub-committee, or similar entity of which at least 50 percent of the members are also members of the Board. This point applies to both standing and ad hoc committees.

6. Board members will review and follow **GOV-05: Board member Code of Conduct**.

Previous Revisions: January 2023

Related Documents:

BL-01 Board By-Law
GOV-03 Committees of the Board (2020)
GOV-06 Board Advocacy
GOV-10 Policy Development
GOV-11 Planning
GOV-12 Board-CEO Partnership
GOV-13 Board Evaluation
GOV014 Succession Planning

Public Libraries Act