

Terms of Reference

Name: Kawartha Lakes Public Library Board

Date Established by Council: January 1, 2001(Revised December 11, 2018)

Mission:

The Kawartha Lakes Public Library Board is established to provide library services for the residents and property owners in the City of Kawartha Lakes.

The Mission of the Kawartha Lakes Public Library is to provide all residents with impartial access to a wide range of information resources, programs, equipment, and services in order to encourage literacy and lifelong learning and to support educational, cultural, and recreational activities (2004).

Kawartha Lakes Public Library Board operates under the authority of Ontario **Public Libraries Act R.S.O. 1990, Chapter P.44**, which defines the library's roles and responsibilities to the municipality and the province, and defines the services it is required to deliver. The Act establishes the Library Board as the governing body, responsible for setting policies and directing the affairs of the Library.

Roles and Responsibilities:

It is the responsibility of all appointed members to comply with:

- Public Libraries Act
- the City Code of Conduct for Board Members
- the Library Board Members Code of Conduct Policy
- the Library Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Library Board as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Library Board will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Board business in keeping with the Board's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Library Board:

- a) Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- b) Make library policy within the framework of government legislation and regulations;
- c) Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- d) Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- e) Set fees where allowed by the Public Libraries Act;
- f) Consult with and provide direction to the Chief Executive Officer who is responsible for the implementation of the strategic plan and the management of the day-to-day delivery of public service and daily operations of the library.

Composition:

The Library Board shall be comprised of a maximum of 9 and a minimum of 7 members consisting of up to 8 members of the public and 1 Council representative all of whom will have full authority to debate and vote. Library Board members will be appointed by Council in accordance with established policy.

Appointment of Officers:

The Library Board shall, at its first meeting in each term, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Library Board positions and it is acknowledged that none of the above positions shall be paid for their services. All Library Board members are considered volunteer positions.

Term of Appointment:

All Library Board members are appointed for the term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

Resources:

The Library Board will appoint a Chief Executive Officer (CEO) as outlined in Section 15(2) of the Public Libraries Act, R.S.O., 1990, Chapter P.44. The CEO will direct the day to day operations of the Public Library and its staff. The CEO will attend all Library Board meetings.

A member of staff shall be designated as Secretary. If no staff is designated as the Secretary, the CEO is deemed appointed. The Secretary shall prepare and publish agendas; attend all Board Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Secretary shall ensure that a current Terms of Reference for the Library Board has been provided to the City Clerk's Office and is posted on the City website.

Timing of Meetings:

Library Board meetings will be held on the 1st Thursday of each month at 5:00 p.m. or at the call of the Chair. The CEO will call the 1st meeting of the Board's term. The Board will agree to its annual meeting schedule by December of the preceding year.

Location of Meetings:

Library Board meetings will occur at the Lindsay Library Meeting Room or alternatively at another accessible City facility.

Meetings:

The Library Board meets monthly for at least 10 months each year as outlined in Section 16(1) of the Public Libraries Act, R.S.O., 1990, Chapter P.44. The Secretary shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Board and posted to the Library website a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Library Board. No meeting shall proceed without quorum.

At the first meeting of each term, or soon after, an Orientation Session shall be held for new members. The Orientation Session may occur outside of the regular Board Meeting time and date.

Procedures:

Procedures for the formal business meetings of the Library Board shall be governed by the Library's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Closed Meetings:

Where required, the Library Board is permitted to hold Closed Meetings as outlined in Section 16.1(4) of the Public Libraries Act, R.S.O., 1990, Chapter P.44.

Agendas and Minutes:

The Secretary shall ensure that all Committee/Board Agendas and Minutes are posted to the Library website following circulation to members of the Library Board.

Purchasing Policy:

The Library Board has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to Library Board and its members. The applicable insurance policies extend to Library Board members while in the performance of his/her duties and to those activities authorized by

the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Library Board must provide, via the CEO, an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Library Board members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

Any member of the Library Board who misses three consecutive formal meetings, without being excused by the Board, may be removed from the Board in accordance with adopted policy.

Any member of the Library Board may be removed from the Board as outlined in Section 13 of the Public Libraries Act, R.S.O., 1990, Chapter P.44.

Terms of Reference:

The Secretary shall ensure that a current Terms of Reference for the Library Board has been provided to the City Clerk's Office and is posted on both the City and Library websites.

Any responsibilities not clearly identified within these Terms of Reference, or within the Public Libraries Act, R.S.O., 1990, Chapter P.44, shall be the responsibility of the City of Kawartha Lakes.