

THE CORPORATION OF THE TOWN OF WASAGA BEACH

Wasaga Beach Public Library Board

TERMS OF REFERENCE

Mission

To build a strong community by providing free and equitable access to public library services, supporting literacy and lifelong learning.

Vision

To provide an accessible community destination that is environmentally conscious and where people of all backgrounds, culture, race, age and gender can exchange ideas, information and gather.

Purpose

Wasaga Beach Public Library Board exists as a governing body with the authority to make policy and govern the Library's affairs under the *Public Libraries Act*, RSO 1990, and c. pg. 44.

Mandate

The Wasaga Beach Library Board main areas of responsibility:

- Determine and adopt written policies to govern the operation and services of the Library
- Govern in a way to ensure comprehensive and efficient public library service that reflects the community's unique needs
- Know the Library's services and needs in relation to the community and be aware of standards and library trends
- Appoint a Chief Executive Officer (Chief Librarian) who shall have general supervision over and direction of the operations of the Library and its staff, shall attend all Board meetings; and administers the Library under guidance of established Board policies
- Set long term visionary and working objectives through Strategic Plans and Capital Forecasts
- Oversee the Library's finances:
 - establish and set fees
 - Explore and determine methods of increasing the Library's revenues
 - secure adequate fund to carry on the Library's services

- Assist in the preparation of the annual budget; prepare budget presentations for Council
- Attend Board/Council meetings as required to present budget
- Submit budget estimates and proposals to Council and report statistics and finances to the Province annually to receive grant
- Fiduciary duty to act honestly, in good faith and in the best interests of the library
- Ensure that complete and accurate records are kept by the Library
- Report regularly to Standing Board/Council and the public
- Regularly evaluate the Library's performance, considering budget with relation to service rendered, library use, personnel and public relations
- Appoint and remove employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties and handle any grievances that have not been satisfactorily resolved at the staff level.
- Promote library service in the community
- Support and participate in a planned public relations program
- Establish and maintain working relationships with local Councillors and members of Parliament
- Be aware of all legislation affecting libraries and play an active role in initiating and supporting beneficial library legislation
- Attend outside meetings and workshops for trustees and be prepared to interact with provincial and national library organizations

Delegated Authority

- Public Library Boards are governing boards with the authority to make policy and to govern the library's affairs under the *Public Libraries Act, RSO 1990, c. P.44*
- The *Public Libraries Act, RSO 1990, c. P. 44* governs the operation of libraries in Ontario and is special legislation that overrides certain sections of other acts such as the *Municipal Act*.
- The Wasaga Beach Public Library Board is an independent body and cannot become a Committee of Council without special legislation that suspends the *Public Libraries Act* in that municipality.
- The Board's duty is to provide comprehensive and efficient public library service that reflects the community's unique needs. The Board must submit budget estimates and audited financial statements to Council and must report statistics and finances to the Province annually to receive its grant.

Principles Guiding Effective Library Governance

- Build a solid governance framework that includes by-laws, policy and an achievable plan that is based on why you exist; your mission;
- When you've built it, make sure it works and keep it in shape;
- Know who you are there to represent and how to connect with them;
- Make good decisions on their behalf;
- Know what it is that you need to achieve;
- Assess what you have accomplished and report progress regularly;
- Know what information you need and where and how to get it in order to manage risk;
- Know who you need on the Board and who you need to run the Library;
- Know where and how to get the resources you need;
- The Board does not manage – you are there to govern.

Code of Loyalty and Duty of Care

- Speak with one voice once a decision is reached and resolution passed by board
- Act in interest of library members and the community over and above other interest group involvement, membership on other boards, council or personal interest
- Assume no authority to make decisions regarding library business outside of Board meetings, unless authorized by the Board to do so.
- Refrain from individually directing CEO/Chief Librarian and other staff
- Respect confidential nature of library business

Board Composition

Upon recommendation from the Mayor and with input provided by the Library Board Chair, Board members will be appointed by Town Council.

Council may, by resolution as and when required in order to maintain the requisite number and composition of members on the Board, select and appoint new members to the Board for the duration of the term. Council will promptly appoint a person to fill the vacancy and hold office for the unexpired term except where the unexpired term is less than forty-five days.

The Board will be composed of up to ten (10) persons with the following qualifications:

- is a Canadian citizen;
- is at least 18 years old
- resides and/or owns property in the municipality

The Board will be composed of members of the community who demonstrate a wide range of skills, knowledge and expertise, including, but not limited to:

- Interest in the role of the Library in the community
- Readiness to dedicate time and effort to achieve the Board's goals and objectives
- Knowledge of the community's social and economic conditions
- Aptitude for planning – both long and short term
- Ability to work with other Board members, Library staff and governing officials
- Ability to represent the Library in the community
- Commit to attending one regular Board meeting per month
- Prepare for and attend special Board meetings as required
- Understanding of municipal procedures and regulations

Membership will be appropriately drawn to ensure a thorough cross representation of the community. Members may also be recruited to fill specific and varied requirements as determined by Council and the Board.

Further, the Board will include:

- Nine (9) members of the community at large, who reside and/or own property within the municipality, as voting members;
- One (1) member of Council as a voting member;
- Chief Executive Officer/Chief Librarian as a non-voting resource;

Only members, appointed by Council, may vote on any issue.

The Mayor shall serve ex-officio as a voting member of the Board.

Library or municipal employees may not serve as Board members.

Other parties, with interest Library activities, may be invited to the meetings, as required, but without voting privileges.

Council may by resolution at any time and from time to time, remove any member, voting or non-voting, from the Board, as it deems advisable.

A Board member may apply for a re-appointment for any number of consecutive or non-consecutive terms.

Resignations from the Board must be in writing to the Board Chair and Town Clerk.

The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

Sub-committees

The Wasaga Beach Library Board may establish Sub-committees, as needed, to consider specific issues. Sub-committees are not required to be approved through the Council. Sub-committees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Wasaga Beach Library Board may be members of any Sub-committees. Sub-committees must distribute a copy of its minutes to the Library Board.

Board Positions & Roles

Chair: One member will be chosen by majority vote of the Board at the first meeting of the new Term to Chair the meetings and oversee the business of the Board for a two year term.

Vice Chair: A Vice Chair for the same duration will be chosen by majority vote of the Board. The role of Vice Chair is that of Chair when assuming the role of Chair.

Secretary: A secretary shall be appointed by a majority of the Board membership. The role of Secretary is to confirm the meeting date and location with the Clerk's Office, conduct the Board's official correspondence, prepare the Agenda, keep the minutes, and provide a copy of the minutes to the Town Clerk's office and all Board members.

Treasurer: A Treasurer shall be appointed by a majority of the Board membership. The role of Treasurer is to receive and account for all the Board's money. The Treasurer of the Town of Wasaga Beach has been appointed as the Library Board's Treasurer to carry out all duties and responsibilities under the *Public Libraries Act*.

Term of Office

The term of the members of the Board shall be four years coinciding with the term of the Council that has made the appointment.

Meetings

The Library Board will meet monthly, for at least 10 months each year and at such other times as it considers necessary, with the specific dates and times for meetings to be determined by the Board, and provided to the Town Clerk.

The Board will not meet during Council's recesses. Additional meetings may be called by the Chair if there are urgent matters that need to be discussed. Meetings shall not conflict with regular meetings of the Community Services Committee, Committee of the Whole and regular meetings of Council.

Board members are expected to attend all regularly scheduled meetings. In the event that a member other than the Mayor is unable to attend a meeting, the member must contact the Chair in advance and advise him or her. If a member other than the Mayor has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chair in advance, the member shall be deemed to have abandoned his or her appointment and the position shall be considered vacant.

Quorum

Quorum shall be a majority of the appointed members of the Compliance Audit Board. A quorum shall consist of 50% plus 1 of the voting members.

Agenda

The Agenda of the Library Board shall contain the following items:

- Call To Order
- Disclosure of Pecuniary Interest
- Minutes of Last Meeting
- Deputations/Presentations
- Unfinished Business
- New Business
- Items for Future Meetings
- Date of Next Meeting
- Adjournment

Governance

The Library Board shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Board, as amended, and shall adhere to Town policies and procedures, and the *Public Libraries Act*.

Communication and Reporting

Unless otherwise directed by Council, the minutes of all Library Board meetings will be provided to the Community Services Committee, for information.

The CEO/Chief Librarian will report on Board activity as required to the appropriate individuals, Committee, Council and the Province as prescribed by the *Public Libraries Act*.

Web presence is supported through the Town's web site at www.wasagabeach.com, based on information provided by the CEO/Chief Librarian and through the Wasaga Beach Library website at <http://www.wasagabeach.library.on.ca>.

Municipal Support

The Wasaga Beach Library shall be the lead department and the CEO/Chief Librarian the contact person for the Library Board.

Staff from the Library will provide administrative support to the Board.

Requests for documentation, reports and support materials required by the Board or outgoing correspondence will be directed to the CEO/Chief Librarian.

The Chief Executive Officer/Chief Librarian must be present at all meetings of the Library Board. In the event that the CEO is unable to attend a Board Meeting, the Board Chair will be notified and appropriate measures undertaken. At the discretion of the Board, the meeting may continue as scheduled, be postponed or be cancelled.

Finances

Necessary costs associated with the work of the Board will be allocated from the Library Budget. The Library Budget is approved by Council.

The annual budget for the Library Board will be the responsibility of the CEO/Chief Librarian.

Upon approval of the CEO/Chief Librarian, expenses incurred while serving in Board capacity may be reimbursed, as per Town policy.

Confidentiality

The *Municipal Act* and the *Public Libraries Act* shall bind the members of the Board as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Board Members and Others

Board members shall be covered by the municipality's general liability insurance policy as it relates to Boards of Council's activities.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Council and can only be altered by Council.

Approved by Council this 26th day of April, 2011 by By-Law No. 2011-40.