



Policy number: GOV - 01
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Board Terms of Reference

The Southgate Public Library Board derives its authority from and adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44. The purpose of this bylaw is twofold: to guide the Township of Southgate’s Council appointment process for new board members and to guide the library board’s appointment of its officers. In addition, this bylaw outlines the responsibilities of each of these officers. The board shall provide “a comprehensive and efficient public library service that reflects the community’s unique needs” (*the Act 20*), which is “under its management and control” (*the Act 3*).

Section 1: Composition of the library board

1. The Township of Southgate Council will appoint seven members, two of whom are councilors, to the Township of Southgate Public Library board.
2. In accordance with the *Public Libraries Act*, section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
3. A board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed. A board member may be re-appointed for one or more terms. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
4. If any member of the board is disqualified from holding office, the board shall forthwith declare the seat vacant and notify the municipal council accordingly. Should a member be absent for three (3) consecutive meetings without being authorized by a board resolution, the board shall consider the member disqualified from the board. A member may also become disqualified if they no longer meet the requirements as laid out in the *Public Libraries Act*, section 13.
5. When a vacancy arises in the membership of the board, the municipal council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days.

Section 2: Election of Officers

1. The library board shall **appoint** a Chief Executive Officer (CEO), who shall also be appointed secretary and treasurer of the library board, as allowed by the **Public Libraries Act**, section 15(5).



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2. At the first meeting of the new term, members of the library board shall **elect** a chair and a vice chair from among the members.
3. If any of the officers retire, step down or are dismissed during their term, the library board must elect or appoint a new officer at the next meeting.

Section 3: Terms of Reference for the Board Chair

1. The term of office for the chair of the Township of Southgate Public Library shall be for the term of the library board.
2. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
3. The chair will:
 - a) Preside at regular and special meetings of the library board.
 - b) Set the agenda in consultation with the Librarian CEO.
 - c) Ensure that business is dealt with expeditiously and help the library board work as a team.
 - d) In accordance with **Public Libraries Act**, section 16(6), vote on all questions.
 - e) Act as an authorized signing officer of all documents pertaining to board business.
 - f) Co-ordinate the CEO evaluation process.
 - g) Share with the CEO the responsibility for conducting board orientation.
 - h) Represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the library board.
 - i) Not commit the library board to any course of action in the absence of the specific authority of the library board.

Section 4: Terms of Reference of the Vice-Chair

1. In the absence of the board chair, the vice-chair will perform the duties of the chair, including presiding at library board meetings.
2. In the absence of the board chair, the vice-chair will represent the board at any required public or private meetings for the purpose of conducting, promoting, or



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completing the business of the library board.

3. The vice-chair will support the chair in ensuring library board business and meeting protocols are met.

Section 5: Terms of Reference of the Secretary

1. As permitted by the **Public Libraries Act**, section 15(5), the CEO of the Township of Southgate Public Library shall serve as the secretary of the library board.
2. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
3. The secretary will:
 - a) Conduct the board's official correspondence.
 - b) Ensure minutes are kept for every meeting of the board.
4. In addition, the secretary will:
 - a) Prepare the agenda prior to each board meeting, in cooperation with the chair.
 - b) Distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting.
 - c) Distribute the minutes to all board members not less than 48 hours prior to the next board meeting.
 - d) Ensure approved minutes are made available to the public.

Section 6: Terms of Reference of the Treasurer

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Southgate Public Library shall serve as the treasurer of the library board.
2. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the **Public Libraries Act**, s. 14(4), the treasurer will:
 - a) Receive and account for all the library board's money.
 - b) Open an account or accounts in the name of the library board in a chartered bank, trust company or credit union approved by the board.
 - c) Deposit all money received on the library board's behalf to the credit of that



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- account or accounts.
 - d) Disburse the money as the library board directs.
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.
 5. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library as required.

Section 7: Terms of Reference of the Chief Executive Officer (CEO)

1. The library board delegates the authority for management and operations of services to the chief executive officer.
2. As an employee of the library board, the CEO:
 - a) Acts as the secretary and treasurer to the library board.
 - b) Does not vote on board business.
 - c) Sits ex-officio on all the committees of the library board and acts as a resource person.
 - d) Assists and supports the library board at the presentation of the library budget before the council.
 - e) Reports directly to the library board on the affairs of the library and makes recommendations they consider necessary for governance and advocacy.
 - f) Interprets and communicates the board's decisions to the staff.

Related Documents:

Board Meetings and Procedures Bylaw
Board- CEO Partnerships
Board Orientation, Training and Evaluation
Policy Development