

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

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| Policy Type: Governance                       | Policy Number: GOV-03          |
| Policy Title: Purpose and Duties of the Board | Policy Approval Date: 11/08/22 |
| Chairperson: V. Duke                          | Policy Review Date: 11/26      |

**Intent:**

The Muskoka Lakes Public Library Board (herein after referred to as the Board) shall seek to provide a comprehensive and efficient public library service that reflects the needs of the community. The purpose of the Board is to govern the affairs of the Muskoka Lakes Public Library (herein after referred to as the Library).

**Regulations:**

The Board ensures that the Library is operated in accordance with the **Public Libraries Act**. Each Board member is expected to be a productive participant who understands the extent of their authority and uses it appropriately in exercising the duties of the Board. While an individual Board member may have several responsibilities outside of a meeting of the Board, he or she has no authority to make decisions on behalf of the Board.

**Procedures:**

**Section 1 - Purpose**

The Board oversees the development of a comprehensive and efficient public library service by:

- a) developing and expressing the Board’s philosophy and values
- b) articulating mission, short and long term service priorities including developing a strategic plan
- c) setting policies on governance and service
- d) planning for further Library development
- e) hiring and dismissing, if necessary, the Chief Executive Officer (herein after referred to as the CEO)
- f) delegating authority to the CEO for management of Library operations
- g) providing direction to the CEO through Board motions, policies, and plans
- h) ensuring that there is a clear accountable performance assessment structure for all staff and the Board, including providing feedback to the CEO through the performance appraisal process
- i) working with the CEO to secure the necessary financial resources to achieve the intended results
- j) exercising financial control
- k) identifying and maintaining a strong relationship with stakeholders, including regularly reporting to them
- l) advocating for the pivotal and important role of Library service in the community and with government decision-makers
- m) evaluating results and assessing outcomes and impact



## Section 2 – Duties of the Entire Board

The Board governs effectively by:

- a) setting an annual 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, taking into account the interests of the community
- c) providing opportunities for Board development and training
- d) working as a well functioning team
- e) working collaboratively with the CEO, the Township Council and other government bodies, including providing required reports and documents
- f) evaluating the Board's performance
- g) engaging the community in determining how to provide a responsive and dynamic Library service
- h) behaving with integrity
- i) conducting meetings properly and keeping full and correct minutes

## Section 3 – Duties of Individual Board Member

Individual members of the Board are responsible for exercising:

**Duty of Diligence** as follows:

- a) being informed of the legislation that governs the Library, the Board bylaws and policies, as well as the Library's Mission, Vision and Values statements
- b) being informed about the activities of the Library and issues that affect the Library
- c) attending Board meetings regularly and contributing to the work of the Board from personal, professional and life experiences
- d) being prepared for all Board meetings and using meeting time productively
- e) respecting the privacy of others and not disclosing any confidential information

**Duty of Loyalty** as follows:

- a) adhering to the regulations of the Municipal Conflict of Interest Act
- b) acting in the best interest of the Library over and above other interest group involvement, membership on other boards, council or personal interests or declaring a conflict of interest
- c) speaking with "one voice" once a decision is reached and a resolution is passed by the Board
- d) representing the Library actively and positively in the community

**Duty of Care** as follows:

- a) expecting and promoting a high level of Library service
- b) considering all information gathered in preparation for decision making
- c) offering personal perspective and opinions on issues subject to Board discussions and decisions
- d) showing respect for the opinions of others
- e) assuming no authority to make decisions outside of Board meetings
- f) knowing and respecting the distinction in the roles of the Board for governance and the staff, for operations
- g) refraining from individually directing the CEO and the staff

- h) respecting the confidential nature of Library service to users while being aware of, and in compliance with, applicable laws governing Freedom of Information
- i) resisting censorship of Library materials by groups or individuals

**Related Documents:**

- MLPL GOV- BL 01 – Statement of Authority and Powers of the Board
- MLPL GOV-01 – Policy Development
- MLPL GOV-08 – Planning
- MLPL GOV-06 – Financial Control and Oversight
- MLPL GOV-07 – Board Advocacy
- Municipal Conflict of Interest Act, R.S.O. 1990, c. M50

