

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Governance	Policy Number: GOV-05
Policy Title: Committees of the Board	Policy Approval Date: 09/12/22
Chairperson: V. Duke	Policy Review Date: 09/26

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) may use standing and ad hoc committees to further the work of the Board. This policy ensures that the Board establishes Terms of Reference and specific duties for each committee.

Regulations:

The Ontario Public Library Guidelines (herein after referred to as OPLG) require the Board to establish Terms of Reference, which define the purpose, for each of its committees.

Procedures:

1. Standing Committees will be established at the first meeting of a new term and operate for the duration of the term of the Board.
2. The term of office for the members of the Standing Committees will be up to two years. Members may then choose a different committee or may return to the same one.
3. Ad hoc Committees may be established for a specific purpose, at any time during the term of the Board and operate for a defined period, as deemed necessary.
4. At the first meeting of each committee or after a committee with new membership is formed, a Chairperson may be elected from the appointed committee members. Meetings may be called by the Chairperson of the committee or by a majority of the members of a committee.
5. Committees report directly to the Board and only have the authority to draft recommendations or prepare alternatives for the Board’s consideration.
6. Committees coordinate the work, do the research and draft the documents to be reviewed for consideration and adoption by the Board as a whole.
7. A committee that is established by the Board may include non-board members, who can provide expertise i.e. Library and/or Township Staff, OLS Consultant, other professionals, community members.
8. Committees shall not supervise or direct staff.



Appendix A

Policy Committee - Terms of Reference

Intent

This committee will research, draft and recommend new policies or policy revisions as needed.

Regulations

The committee will ensure that all policies align with the Library's Mission, Vision and Values statements and meet the requirements of the OPLG.

Procedures

1. This committee will ensure that a work plan to review, revise and develop policies is in place and followed so that all policies are reviewed within the Board's four-year term.
2. The committee will access online resources i.e. OPLG and OLS sample policies, as required.
3. The committee will meet as needed.

Appendix B

Strategic and Accreditation Planning Committee - Terms of Reference

Intent

To monitor the current Strategic Plan and develop a subsequent Strategic Plan for the Board, when needed. To support the CEO and staff as the Library continues to work towards maintaining accreditation.

Regulations

The Board's Strategic Plan will align with the Library's Mission, Vision and Value statements and meet the requirements of the OPLG.

Procedures

1. The Committee will monitor the progress of the Board's Strategic Plan.
2. Every 4 years, the Committee will develop a new Strategic Plan for consideration and approval by the Board, as a whole.
3. The Strategic Plan will be developed with the CEO with input from the Board, staff, Township representatives, Library users and the general public.
4. The Committee will support and assist the CEO and staff to meet the requirements to maintain accreditation.

Related Documents

Ontario Public Library Guidelines

MLPL GF-01 – Mission Statement

MLPL GF-02 – Vision Statement

MLPL GF-03 – Statement of Values

