Topic: Library Board By-laws

1.4 Organization of the Board

Board Motion Number:	**19.028**
Date of Original Board Motion Number:	**October 22, 2007**
Date of Current Issue:	**April 23, 2019**
Date of Next Review:	**2023**
Attachments:	

Signature of Board Chairperson (and Date):

The North Kawartha Public Library is under the management and control of the North Kawartha Public Library Board.

1. The Library Board consists of at least 5 Board members appointed by the Township Council at the beginning of each term of office.

2. Each term of office is concurrent with the term of appointing Council.

3. The officers of the Board are the Chairperson, Vice-Chairperson, CEO/Librarian, Secretary and Treasurer.

4. The CEO/Librarian or acting CEO must attend all Board meetings.

5. Members of the Board need delegation of authority by the Board to act on behalf of the Board.

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1.5 Establishing New Library Boards

Board Motion Number:	**19.028**
Date of Original Board Motion Number:	**October 22, 2007**
Date of Current Issue:	**April 23, 2019**
Date of Next Review:	**2023**
Attachments:	

Signature of Board Chairperson (and Date):

The North Kawartha Council is responsible for establishing a new Library Board at the first meeting of each new term. See Public Library Act for terminology.

1. The Board must include individuals whose community interests and capabilities will equip them for a challenging and demanding position as a Trustee.

2. A Board member shall hold office for a term concurrent with the term of the appointing Township Council, or until a successor is appointed, and may be reappointed for one or more further terms.

3. The Township Clerk should ensure that the advertisements for Board member positions are placed in local newspapers, on library & township websites and on social media.

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1.6 Qualifications and Duties of Board Members

Board Motion Number:	**19.021**
Date of Original Board Motion Number:	**October 22, 2007**
Date of Current Issue:	**March 26, 2019**
Date of Next Review:	**2023**
Attachments:	**Appendix A**

Signature of Board Chairperson (and Date):

As guardians of 'public trust', Library Board members have a legal obligation to carry out their duties in a responsible manner.

1. The specific qualifications for membership on a Library Board are outlined in the Public Libraries Act, R.S.O. 1990, chapter P.44, section 10.

2. In considering candidates for Board appointment, Township Councillors should keep in mind that a strong board represents the community it serves. Appointments, therefore, should reflect the Township's multicultural, geographical and vocational groups.

3. Candidates whose talents, training or background may be of value to the library should also be considered.

4. A Board member may hold office for one or more terms.

Duties of the Entire Board

1. The library board governs effectively by:

    a) setting an annual library 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 representing the interests of the community
    c) providing opportunities for board development and training
    d) working effectively as a team
    e) working collaboratively with the Library CEO and the Council
    f) evaluating the board's performance
    g) engaging the community in determining responsive and dynamic library service
    h) behaving with integrity

Duties of Individual Board Members

The library board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual board members. While an individual board member has several responsibilities, outside of a meeting of the library board he or she has no authority to make decisions.

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.

2. Individual members of the library board are responsible for exercising a **Duty of Diligence** as follows:
   a) be informed of legislation under which the library exists, board bylaws, mission, vision and values
   b) be informed about the activities of the library and the community and issues that affect the library
   c) be prepared for all board meetings and
   d) attend board meetings regularly, contribute from personal and professional experience, and use meeting time productively

3. Individual members of the library board are responsible for exercising a **Duty of Loyalty,** as follows:
   a) adhere to the regulations of the Municipal Conflict of Interest Act. R.S.O. 1990, c. M50
   b) act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council or personal interest
   c) speak with “one voice” once a decision is reached and a resolution is passed by the library board
   d) represent the library positively to the community

4. Individual members of the library board are responsible for exercising a **Duty of Care,** as follows:
   a) promote a high level of library service
   b) consider information gathered in preparation for decision making
   c) offer personal perspective and opinions on issues that are subject to library board discussion and decisions
   d) show respect for the opinions of others
   e) assume no authority to make decisions outside of board meetings
   f) know and respect the distinction in the roles of the library board regarding governance and the employees, management and operations
   g) refrain from individually directing the Chief Executive Officer (CEO) and the employees
   h) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
   i) resist censorship of library materials by groups or individuals

5. Board members will review and follow the ***North Kawartha Public Board Code of Conduct*** (see **Appendix A)**

Appendix A:

Board Code of Conduct

Within the framework of the North Kawartha Public Library Policy 1.6, it is the duty of library board members to maintain high ethical standards. This commitment includes the proper use of authority, appropriate decorum in group and individual behavior and respect for others and their contributions to the Library. As such:

Respect

Within the framework of the legislative and policy requirements of the Ontario Human Rights Code, and the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies, members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment. No Member shall:

a) Speak disrespectfully of any member of the Board, staff or volunteers.
b) Use offensive words in meetings of the Board or against any Member.
c) Speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation.

Board meetings

With the understanding that Library Board meetings are public and that their behavior affects the image of the North Kawartha Library, Board members shall:

a) Not speak on any subject other than the subject in debate.
b) Not disobey the decision of the Chair or of the Board on questions of order or procedure or upon the interpretation of the rules of the Board

Use of Library Property and Resources

Members will only use Library facilities, equipment, supplies, services or other resources for the business of the library.

Privacy and Confidential Information

Members will respect the privacy of others and will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position within the library. Members will maintain this obligation even after leaving the Board.

Conflict of Interest

Within the legislative framework of the *Municipal Conflict of Interest Act*, Board members will act in the public interest and not engage in conflicts of interest, either apparent or real. The duties and responsibilities to the Library should not compete with private interests, financial or otherwise and the interests of family, friends or associated organizations.

Members will not accept payments to make referrals or to act as a paid agent before the Board or Board Committee.

Political Neutrality

Members will not use Library facilities, equipment, supplies, services (including staff services) or any other resources for election campaign or campaign-related activities.

Members will not use a position of authority at the Library to compel staff or volunteers to engage in partisan political activities.

Gifts

Members will not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence.

Exceptions:

- Small gifts (cards or edibles, such as chocolates or cookies)
- Advertising material (calendars, scratch pads, pens, t-shirts)
- Any hospitality or gift that has a monetary value under $100

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1.7 Recruitment of Board Members

Board Motion Number: **19.021**
Date of Original Board Motion Number: **October 22, 2007**
Date of Current Issue: **March 26, 2019**
Date of Next Review: **2023**
Attachments: 1. Sample Advertisement for Position of Board Trustee

Signature of Board Chairperson (and Date):

Any citizen of North Kawartha may apply for the position of Board member of the North Kawartha Library Board.

1. The Council of North Kawartha is required to select the best possible candidates for the position of Board member.

2. The Clerk of North Kawartha is required to advertise vacancies on the Library Board by publishing a notice, inviting applications, in a newspaper and other locations which can be easily viewed by the community.

3. A sample advertisement is provided in Attachment 1.

1.6 Attachment 1.

Sample Advertisement for Position of Library Board Member

North Kawartha Public Library

Invites applications for the position of
Library Board Member.

This is an opportunity to contribute to a vital community service.

You will be asked to make a commitment of four years.

Candidates must be 18 years old, Canadian Citizens
and residents of North Kawartha.

Please submit a written application,
including a brief resume of any related experience and background,
in a sealed application marked “Library Board Member”

before (date) to:

Municipal Clerk
North Kawartha
Box 550, 280 Burleigh Street, Apsley, Ontario K0L 1A0

If further information is required, please contact:
705-656-4333.