

Douro-Dummer Public Library Foundation Documents and Policy Manual

Board By-laws Section

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Board- General**

Policy Number: DDPL By-law-001

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library concerning Board General policies

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the Public Libraries Act R.S.O. 1990.

Authority: The Douro-Dummer Public Library is under the management and control of the Douro-Dummer Public Library Board, which is operating under the authority of the current Public Libraries Act, in accordance with the provisions of that Act and of the Regulations made under the Act.

Organization of the Board: A board of trustees manages the Douro-Dummer Public Library. Notice of vacancies on the board, inviting applications, shall be published on the municipal website. No Trustee may be an employee of the Douro-Dummer Public Library. Previous Employees may apply to be a Trustee at least one year after leaving the employ of Douro-Dummer Public Library.

Board Officers: Officers of the Board are the Chairperson and Vice-chair. The Board shall appoint a Chief Executive Officer who will also be appointed as the Secretary and Treasurer for the Board. As a staff person, the CEO will not have voting privileges.

The Board shall appoint a Recording Secretary for the Board who will not have voting privileges unless that person is an appointed member of the library board.

Election of Chair and Vice Chair: If more than one person has been nominated, the Chairperson shall be elected by secret ballot. Should no member receive a clear majority, the secretary shall so declare and balloting shall proceed with the member's name who received the smallest number of votes being dropped.

Following the election of the Chairperson, he/she shall assume the chair and call for nominations for Vice-Chairperson. If the Chairperson is not present, the secretary shall call for nominations for Vice-Chairperson. The election for the Vice-Chairperson shall be conducted in the same manner as that for Chairperson.

Board By-laws – DDPL By-law-001- Board General (continued)

Board Responsibilities:

The Douro-Dummer Public Library Board:

- Shall seek to provide a comprehensive and efficient Public Library service that reflects the community's needs.
- Bears legal responsibility for the Library under the Municipality of Douro-Dummer.
- Ensures that the Library operates in accordance with the Public Libraries Act and regulations.
- Fixes the times and places for board meetings and the mode of calling and conducting them, and ensures that full and correct minutes are kept.
- Appoints and, if necessary, dismisses the CEO/Librarian of the library.
- Formulates and establishes policy, with the assistance of the CEO/Librarian.
- Approves the budget and submits to the Municipal Council estimates of all sums required during the year for the purposes of the Board.
- Approves and submits all reports required or requested by the current Public Libraries Act, by the Minister, or by the Municipal Council. In the event of an emergency, the Chairperson and the Vice-Chairperson are empowered to act on behalf of the Board.
- Plans for the future.

Orientation:

The board carries out a formal orientation program for all new trustees, including:

- A tour of the library facilities.
- An introduction to library staff.
- An introduction to other trustees.
- A review of the library's planning documents, budgets and recent board minutes.
- A review of duties and responsibilities as required by current public library and other legislation.

In addition, all trustees are provided with a package of background materials, including the library's current planning document and current budget, and the previous months' minutes, agenda and all pertaining documents.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Composition of the Library Board**

Policy Number: DDPL By-law-002

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library, concerning the composition of the Library Board

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the *Public Libraries Act* R.S.O. 1990.

Where required, the Douro-Dummer Public Library Board adheres to the *Public Libraries Act*, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of Section 1 of this policy is to guide the Douro-Dummer Council's appointment process and Section 2 to guide the Board's appointment of its officers.

Section 1: Composition

1. While the ***Public Libraries Act***, s. 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the Douro-Dummer Public Library Board endorses a board that consists of at least 5, and no more than 9 members.
2. In accordance with the ***Public Libraries Act***, s. 10(4), Municipal Council will appoint all Board members as new at the first meeting of council in each term.
3. In accordance with the ***Public Libraries Act***, s. 10 (2a), Municipal Council shall not appoint more of its own members to the board than the number that is one less than a majority of the Board.
4. In accordance with the ***Public Libraries Act***, s. 10 (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.
5. A Board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
7. In accordance with the ***Public Libraries Act***, s. 13, if any members of the board are disqualified from holding office, the members shall forthwith declare the seat vacant and notify Council accordingly.
8. In accordance with the ***Public Libraries Act***, s.12, 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. The new appointment's term will be concurrent with the term of the board.

Board By-laws – DDPL By-law-002- Composition of the Board (continued)

Section 2: Officers

1. In accordance with the ***Public Libraries Act***, s. 14-15, the officers of the board are the chair, the secretary, the treasurer and the Chief Executive Officer (CEO).
2. In addition, the board designates a vice-chair as an officer.
3. In accordance with the ***Public Libraries Act***, s. 14(3), the chair shall be elected at the first meeting in a new term.
4. The vice-chair shall also be elected at the first meeting in a new term.
5. The board appoints the CEO at the time of their hiring.
6. If any of the officers step down, retires or is dismissed during his/her term, the Board must immediately elect or appoint a new officer.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Related Documents: ***Public Libraries Act***, R.S.O. 1990, c P44

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Meetings of the Board**

Policy Number: DDPL By-law-003

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library, concerning Board Meetings

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the *Public Libraries Act* R.S.O. 1990.

Regular Meetings

The board shall hold at least seven (7) regular monthly meetings per year and may hold other meetings at such other times as it is deemed necessary. The meetings shall be held the second Tuesday of the month at the library and shall commence at four (4:00) pm. Meetings shall last no longer than two hours. If it is necessary to extend the length of time of the meeting in order to finish items before the board, a motion to extend the meeting is required. In extenuating circumstances, the meeting day, date, time and venue can be changed by the Chairperson, as long as the board members, CEO/Librarian and secretary are informed in a timely manner.

Special Meetings

Special meetings may be summoned by the Chair and any two members of the board, by giving each member reasonable notice in writing, by email, by telephone or other board approved method of communication. At these meetings, only the agenda item(s) for which the meeting was called may be discussed.

Open Meetings

All board meetings shall be open to the public, *"except that where the board is of the opinion that intimate financial or personal matters may be disclosed at the meeting..."* Ref: *Public Libraries Act, R.S.O. Chapter P.44*

A notice shall be posted in the library stating the day, time and place of board meetings. It shall also have a list of the current board members' names and positions. If a meeting day, date, time or venue is changed, a notice to this effect shall be posted in the same area as the regular notice.

Excluding a person

The Chair may exclude any person from a meeting for improper conduct.

Quorum

"The presence of a majority of the board is necessary for the transaction of business at the meeting."
Ref: *Public Libraries Act, R.S.O. chapter P.44*

Board By-laws – DDPL By-law-003 - Meetings of the Board (continued)

Voting

“The Chair or acting chair of the board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”

Ref: *Public Libraries Act, R.S.O. chapter P.44*

Conduct

All meetings shall be governed by the *Public Libraries Act R.S.O. chapter P.44* and *Robert’s Rules of Order*.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Meetings of the Board: Agenda**

Policy Number: DDPL By-law-004

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library Board, concerning Agendas

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff, board members and others who visit the premises in accordance with the *Public Libraries Act* R.S.O. 1990.

Preparation: The library board agenda is prepared by the CEO in collaboration with the library board Chairperson.

Items: Any member of the board can request that an item be placed on the agenda, under Other/New Business. Any member of the public can request to make a presentation to the board, which shall be placed first on the agenda.

Format:

Douro-Dummer Public Library Agenda for Board Meeting (day, date, time, place)

Agenda

Approval of Minutes
Business Arising
Committee Reports
Financial Report
Librarian Reports
New Business
Correspondence
Closed Session
Next Meeting
Adjournment

Retention: The agenda is to be filed with the adopted minutes.

Distribution: The draft agenda will be distributed to board members in advance of the meeting, along with a copy of the financial reports and CEO/Librarian's report.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Meetings of the Board: Minutes**

Policy Number: DDPL By-law-005

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library, concerning Board Minutes

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the Public Libraries Act R.S.O. 1990. The Public Libraries Act, R.S.O. 1990, chapter P.44, section 20(e) establishes that the board shall “...ensure that full and correct minutes are kept.”

Recording of board meetings

The minutes of the board meetings shall be recorded by the secretary. In the absence of the secretary, the board will appoint a recorder from those present at the meeting.

The minutes will include but not be limited to the following, with the minute format shown as Schedule A:

- The date, time, place of the meeting, classification of the meeting (regular or special), name of the board;
- The heading “Minutes”;
- A list of the members both present and absent;
- The secretary, or recorder if other than the secretary, shall identify all in attendance at the meeting;
- The status of the previous minutes;
- All motions, movers, seconders, and results of the votes;
- A list of reports, documents and correspondence discussed at the meeting;
- A summary of significant points raised in debate; problems, suggestions and opposing points of view;
- Any commitments to undertake tasks made by a board member or the CEO/Librarian;
- All directions given by the board to the CEO/Librarian or secretary;
- Time of adjournment

Distribution of unapproved minutes

The minutes will be available to all board members prior to the board meeting at which they are to be adopted.

Board By-laws – DDPL By-law-005 - Meetings of the Board: Minutes (continued)

Approval

The “Draft” minutes are presented at the next meeting for adoption. Corrections and amendments, if required, are made at the board’s direction. When the minutes are acceptable, they are then “Adopted” or “Adopted as corrected” by means of a motion. Once adopted, the final copy will be noted as “Approved”. Adopted and corrected adopted minutes must be signed by the Chairperson and the secretary.

Retention

Adopted, signed minutes are filed with the agenda in a ring binder and become permanent records in the library file.

Accessibility

Adopted minutes must become accessible to the public as per section 28(1) Public Libraries Act, R.S.O. chapter P.44.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Board By-laws – DDPL By-law-005 - Meetings of the Board: Minutes (continued)

Schedule A: Format

Douro-Dummer Public Public Library
Minutes of Board Meeting
(day, date, time, place)

Present: List who is present with titles of Chairperson, Recorder and Municipal Rep by appropriate names

Regrets: Name person(s)

Absent: Name person(s)

The meeting was opened by the Chairperson at (time).

Agenda

Motion to accept the agenda.

Declaration of Pecuniary Interest

Minutes

Motion to approve/adopt draft minutes.

Business Arising

If none, record.

Tabled Items/Actions

a) Item – discussed – result Motion/Action/No action..... etc.

Committee Reports

Financial Report

Motion to accept Financial report.

Librarian's Report(s)

State attached copy of written report.

Add any verbal reporting to the minutes.

New Business

If none, record.

a) Item – discussed – result Motion/Action/No action.... etc.

Correspondence

List correspondence for which motion or action is required.

Next Meeting

Day, date, time, place.

Adjournment

There being no further business, the meeting was adjourned at (time).

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Terms of Reference of the Officers**

Policy Number: DDPL By-law-006

Policy Approval Date: Revised and Adopted September 2023

Date of Next Review: September 2027

The Douro-Dummer Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure. This bylaw outlines the responsibilities of these officers.

Section 1: Terms of Reference of the Chair

1. In accordance with the ***Public Libraries Act***, R.S.O. 1990, c. P44 s. 14 (3), a board shall elect one of its members as chair at its first meeting in a new term.
2. The term of office for the chair of the Douro-Dummer Public Library shall be for the term of the board.
3. In accordance with the ***Public Libraries Act***, s. 14(4), the board, in the absence of the chair, may appoint an acting chair. See Section 2: Terms of Reference of the Vice Chair.
4. Subsequent to the election, at the first meeting of the board in the new term, the election of the chair shall take place at the first meeting in each calendar year for the term of the board.
5. The chair leads the 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.
6. The chair will:
 - a) preside at regular and special meetings of the board
 - b) set the agenda in consultation with the CEO
 - c) ensure that business is dealt with expeditiously and help the board work as a team
 - d) in accordance with ***Public Libraries Act***, s. 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) co-ordinate the board's evaluation process
 - i) represent the board, alone or with other members of the board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the board
 - j) not commit the board to any course of action in the absence of the specific authority of the board.

Board By-laws – DDPL By-law-006 - Terms of Reference of the Officers (continued)

Section 2: Terms of Reference of the Vice-Chair

1. The election of vice-chair shall take place at the first meeting in each calendar year for the term of the board.
2. The vice-chair will be acting chair for the duration of the absence of the chair.

Section 3: Terms of Reference of the Secretary

1. The CEO of the Douro-Dummer Public Library serves as secretary of the board, as permitted by the **Public Libraries Act**, s. 15(5).
2. The secretary acts as the record-keeper to the board. In the absence of the secretary, the board may appoint one of its members as the acting secretary.
3. In accordance with the **Public Libraries Act**, s. 15(3), the secretary will:
 - a) conduct the board's official correspondence
 - b) keep minutes of 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 three days prior to the next board meeting

Section 4: Terms of Reference of the Treasurer

1. In accordance with the **Public Libraries Act**, s. 14(4), the board shall appoint the CEO as the Treasurer of the Library board.
2. As required under the Public Libraries Act, s. 14(4 b), the Board Treasurer will:
 - a. open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board
 - b. ensure all all money received is deposited on the board's behalf to the credit of that account or accounts
3. The Library Board will use the financial services of the municipality as the financial administrators who will, under the **Public Libraries Act**, s. 14(4), specifically:
 - a) receive and account for all the board's money
 - b) disburse the money as the board directs
4. Using the reports provided through the municipality, the board treasurer shall monitor the financial activities of the library, shall ensure that complete and accurate records are kept; and provide the board with a report of the financial position of the library, monthly or otherwise as required

Board By-laws – DDPL By-law-006 - Terms of Reference of the Officers (continued)

Section 5: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the ***Public Libraries Act***, s.15(2), the Douro-Dummer Public Library Board appoints the CEO, who shall attend all board meetings.
2. The board delegates the authority for management and operations of services to the CEO.
3. As an officer of the board, the CEO:
 - a) does not vote on board business
 - b) sits ex-officio on all committees of the board and acts as a resource person
 - c) assists and supports the board at the presentation of the library budget before the council
 - d) reports directly to the board on the affairs of the library and makes recommendations he or she considers necessary
 - e) interprets and communicates the board's decisions to the staff

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson

Township of Douro-Dummer Public Library

Policy Type: **Board By-laws**

Policy Title: **Amendment of Bylaws**

Policy Number: DDPL By-law-007

Policy Approval Date: September 2023

Date of Next Review: September 2027

Policy Statement: To provide guidelines for the Douro-Dummer Public Library, concerning amendment of Library policies.

Purpose: The Douro-Dummer Public Library ensures fair conditions for library members, volunteers, staff and others who visit the premises in accordance with the Public Libraries Act R.S.O. 1990.

Policies are the fundamental governing rules of the Board. The purpose of this policy is to state the conditions under which Douro-Dummer Public Library policies are amended.

1. Policies may be amended in response to legislation or when circumstances change.
2. Any member of the Board can propose a review or an amendment of a policy.
3. All members of the Board will receive notice and details of changes at the Board meeting prior to the meeting at which time a motion for amendment may be tabled.
4. A motion to add, amend or remove a policy shall require a majority vote of at least two-thirds of the members in order to be carried.

Review Cycle: This by-law will be revised as required by the CEO/Librarian and/or the Library Board. This by-law supersedes any previous by-law.

Chairperson: Georgia Gale-Kidd

CEO/Librarian: Maggie Pearson