



Otonabee – South Monaghan Public Library Board Bylaws GOV-1

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Byl-1 Statement of Authority

The Otonabee –South Monaghan Public Library is established in accordance with the **Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44** and is under the management and control of the Otonabee – South Monaghan Public Library Board which is a corporation operating under the authority of the **Act**.

Otonabee – South Monaghan Public Library Board recognizes that the **Act** sets out procedures for the appointment of members of the Board, the qualifications of members, term of membership, disqualification of members, and vacancies on the Board.

In accordance with the Public Libraries Act, s. 4 (1) the council of the municipality of Otonabee-South Monaghan has established the Otonabee-South Monaghan Public Library by the adoption of municipal bylaw #1998-03, 12th day of January 1998.

Byl-2 Purpose of the Board

The purpose of the Library Board is to govern the affairs of the public library service in the community. This policy sets out the work of the Library Board and the ways in which the Library Board achieves its purpose.

The Otonabee – South Monaghan Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

1. The Library Board oversees the development of a comprehensive and efficient public library service by:
 - a) Developing and expressing the Library Board's philosophy and values

- b) Articulating mission, service priorities and long-term strategy
- c) Setting policies on governance and service
- d) Delegating authority to the Chief Executive Officer (CEO) and evaluating their performance
- e) Planning for further Library development
- f) Advocating for library service
- g) Securing the resources to achieve the intended results
- h) Exercising financial control evaluating results and assessing outcomes and impact

2. 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
- c) Providing opportunities for Board development and training
- d) Working effectively as a team
- e) Working collaboratively with the 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

Byl-3 Powers and Duties of the Board

The Library Board bears legal responsibility for the Otonabee-South Monaghan Public Library. The powers and duties of the Library Board are prescribed in the *Public Libraries Act, R.S.O. 1990, c. P44*, to which this bylaw adheres. The role of the Board is to govern the affairs of the Library.

1. In accordance with the *Public Libraries Act*, s. 20, the Library Board:

- a) Shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.
- b) Shall provide library services in the French language, where appropriate.
- c) Shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations.
- d) May operate special services in connection with a library as it considers necessary.
- e) Shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept.
- f) Shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time.
- g) Shall make provision for insuring the Breal and personal property.
- h) Shall take proper security for the Treasurer.
- i) May appoint such committees as it considers expedient.

Byl-4 Composition of the Board

When required, the Library Board adheres to the Public Libraries Act, R.S.O. 1990, c P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the Library 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 Library Board endorses a Board that consist of at least 7, and no

more than 9 members.

2. In accordance with **Public Libraries Act**, s. 10 (4), municipal council will appoint all Board members 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 most 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 member of the Board is 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 appoint a person to fill the vacancy and to hold the office for the unexpired term, expired term is less than forty-five days. *(The library board in anticipation of vacancy can recruit new members and make recommendations to council for appointments.)*

Section 2: Officers

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).

1. In addition, the Library Board designates a Vice-Chair as an officer.
2. In accordance with the **Public Libraries Act**, s. 14(3), the Chair shall be elected at the first meeting in a new term.
3. The Vice Chair shall also be elected at the first meeting in a new term.
4. The Library Board appoints the CEO, who will be Secretary and Treasurer as allowed by the **Public Libraries Act**, s. 15(5).
5. If any of the officers step down, retires, or is dismissed during their term, the Library Board must immediately elect or appoint a new officer.

Terms of Reference of the Officers

The 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.

The officers are the Chair, the Vice-Chair, the Secretary, the Treasurer, and the Chief Executive Officer (CEO). This bylaw outlines the responsibilities of these officers.

Section 1: Terms of Reference of the Chair

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.

1. The term of office for the Chair of the Otonabee – South Monaghan Public Library shall be two years. The election shall take place at the inaugural meeting of the Board.
2. 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
3. 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.
4. The Chair will:
 - a) Preside at regular and special meetings of the Library Board.
 - b) Set the agenda in consultation with the 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**, 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) 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 2: Terms of Reference of the Vice-Chair

1. The term of office of the Vice-Chair of the Otonabee – South Monaghan Public Library Board shall be two years. The election shall take place at the inaugural meeting 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 Otonabee-South Monaghan Public Library serves as Secretary of the Library Board, as permitted by the **Public Libraries Act**, s. 15(5).
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 Board elects a Recording Secretary amongst its members to record the minutes and prepare them for the next Board meeting. The Recording Secretary submits the minutes to the Secretary of the Board for review.
4. 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.
5. 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 no less than five days prior to the next Board meeting.

Section 4: Terms of Reference of the Treasurer

1. The CEO of Otonabee-South Monaghan Public Library serves as Treasurer to the Library Board, as allowed by the **Public Libraries Act**, s. 15 (5).
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 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 a report to the Library Board detailing all financial transactions and the financial position of the Library, either monthly or as otherwise needed.
6. The Treasurer will compile and submit the Library Board's financial records to the municipality's auditors for review.

Byl-5 Orientation of Members of the Board

The orientation of new members is necessary for there to be a common shared understanding of the authority and role of the Library Board.

The Chief Executive Officer shall ensure that all new Board members, before their first Board meeting, receive an introduction to the Library, its facilities, staff and services.

Each new Board member shall be directed to the Board Section of the Library's website for current **Library Board Trustee information**:

1. The Library's by-laws and policy statements
2. Guidelines for the position of Library trustee
3. The Library's current budget
4. The Library's latest audited financial statement
5. The names, addresses and telephone numbers of other members
6. Minutes, Reports etc.
7. An overview of the **Public Libraries Act, R.S.O. 1990, c. P44**
8. A tour of all branches and introduction to employees and services
9. Board members will receive training on the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act*, including training on the Human Rights Code as it pertains to persons with disabilities.

Byl-6 Meetings of the Board

Board members must meet regularly to ensure the proper governance of the Library and to conduct the business of the Board. Since the Library Board 'as a whole' has the authority to act, and not individual members, the Board

meeting is the major opportunity for the Library Board to do its work – to make decisions, solve problems, educate Board members, and plan and review monitoring or evaluation material submitted by employees. This bylaw sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

Types of meetings

1. In accordance with the **Public Libraries Act**, s. 16.1 (2), Board meetings will be **open to the public** unless the subject matter being considered falls within the parameters of the **Public Libraries Act**, s. 16.1(4) as stated in point 5 of this section.
2. In accordance with the **Public Libraries Act**, s. 16(1), the Library Board shall hold **regular meetings** once a month at least 7 months each year and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, s. 14(1), the **first meeting** shall be called by the Chief Executive Officer (CEO) of the Library Board, in each new term, upon receipt of the confirmation of appointments from the Municipal Clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council.

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of Chair.

4. In accordance with the **Public Libraries Act**, s. 16(2), the Chair or any two members of the Library Board may summon a **special meeting** by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
5. In accordance with the **Public Libraries Act**, s. 16.1(4), a meeting or part of a meeting may be **closed to the public** if the subject matter being considered is:
 - a) The security of the property of the Board
 - b) Personal matters about an identifiable individual
 - c) A proposed or pending acquisition or disposition of land by the Board
 - d) Labour relations or employee negotiations
 - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board
 - f) Advice that is subject to solicitor-client, including communications necessary for that purpose
 - g) A matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act
6. In accordance with the **Public Libraries Act**, s. 16.1 (5) and (6), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56, if the Board or committee of the Board is the head of an institution for the purposes of that Act.

Before holding a meeting or part of a meeting that is to be closed to the public, the Library Board or committee of the Board shall state by resolution:

- a) The fact of the holding of the closed meeting
 - b) The general nature of the matter to be considered at the closed meeting
7. Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.
 - a) As all Board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
 - b) A member of the Library Board or a committee may attend, participate and vote at an open or closed meeting, if the member is prevented from physically attending because of:

- i. Personal illness or disability; or
 - ii. Employment purposes or the business of the public good; or
 - iii. A family or other emergency
- c) Members who wish to attend a meeting remotely must give notice two or more hours before the commencement of the meeting to the Secretary (CEO) so that the equipment can be made ready
 - d) Meeting minutes will reflect that a member is participating remotely
 - e) The Vice-Chair chairs the meeting, when the Chair of the Library Board attends the meeting remotely
 - f) Quorum applies to the members attending in person and remotely

Byl-7 Order of Proceedings

1. Parliamentary authority.

- a) The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of the Library Board in cases where there are no bylaws of the Board in place.

2. Call to order.

- a) Meetings shall be **called to order** by the Chair on the hour fixed.
- b) In the absence of the Chair, the Vice-Chair presides of the meeting.

3. Quorum.

- a) In accordance with the **Public Libraries Act, s. 16(5)**, the presence of most of the Board is necessary for the transaction of business at a meeting. As the Otonabee-South Monaghan Public Library Board can be composed of 9 members but no less than 7 members; 50% + 1 of voting members shall constitute a quorum (i.e., 4 out of 7). No business of the Board shall be transacted except at a meeting at which a majority of the Board is present.
- b) Where a quorum is not present within 15 minutes of the hour fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Library Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary (CEO) shall notify all members of the Library Board that the meeting is canceled. If all agree, a new meeting may be scheduled.
- e) In the absence of the Chair, the Vice-Chair shall preside.

4. Agenda

- a) The agenda focuses the discussion to make good use of the Library Board’s time. Meetings of the Library Board ‘as a whole’ do not re-do the work of the employees or of the committees.
The agenda should include the following items but not necessarily in the order listed below:
 - 1. Call to order
 - 2. Acceptance of the Agenda
 - 3. Declaration Conflicts of Interest
 - 4. Acceptance of previous meeting minutes
 - 5. Delegations and Petitions

6. Correspondence
7. Health and Safety
8. Standing Items
9. Acceptance of monthly Financial Report
10. Acceptance of the Chief Executive Officer's report
11. Business arising from the Minutes
12. New business
13. Board Management Activities and Development
14. Adjournment
15. Date of Next Meeting

Items 1, 14 and 15 are to be handled in the order as above. Items 2-7 can be included in a Consent Agenda meaning they are dealt with as a whole. If any member of the Board wishes, an item can be pulled from the consent agenda for further discussion.

Byl-8 Voting on Motions

1. All motions at Board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members to be carried.
2. In accordance with the Public Libraries Act, s. 6(6), the Chair or acting Chair of the Board may vote with the other members of the Board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
3. A motion must be seconded before it can be debated, put to vote or recorded in the minutes.
4. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board.
5. A motion properly before the Board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege. Only one motion to amend the main motion shall be allowed.
6. A motion to adjourn is not debatable, cannot be amended, if resolved in the negative, cannot be made again until after some immediate proceeding completed by the Board.
7. A member who voted on the question with the majority may make a motion for reconsideration of a question, which has been decided upon but not acted upon, at any time and until the motion for reconsideration has received disposition no further discussion of the question shall be allowed.
8. A motion containing distinct proposals may be divided with agreement of the Board.
9. Voting shall normally be by a show of hands.
10. The CEO is a member of the Board, but the CEO does not cast a vote.

Byl-9 Minutes of the Board

1. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
2. Minutes are approved at the next meeting of the Library Board.
3. Minutes (excluding in-camera minutes) are public documents and shall be made available to the public.
4. Minutes of closed meetings are kept separately and held to be confidential in a locked box at the Keene Branch of the Otonabee-South Monaghan Library to be accessed Library Board Chair and Vice-Chair.

Byl-10 Chair of the Board

The Chair of the Otonabee – South Monaghan Public Library Board acts as an official representative of the Library and

in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Chair will:

1. Preside at regular and special meetings of the Board in accordance with the ***Public Libraries Act, Revised Statues of Ontario, 1990, chapter P.44*** and other relevant legislation, and with the rules of procedure adopted by the Board.
2. Open meetings of the Library Board by calling the members to order.
3. Announce the business before the Library Board in the order in which it is to be acted upon.
4. Receive and submit, in the proper manner, all motions presented by members of the Library Board.
5. Put to vote all motions which are moved and seconded during proceedings and announce the results.
6. Decline to put to vote motions, which infringe the rules of procedure.
7. Restrain the members, when engaged in debate, within the rules of order.
8. Exclude any person from a meeting for improper conduct.
9. Enforce the observance of order and decorum among the members.
10. Authenticate, by signing, all bylaws, resolutions and minutes of the Library Board.
11. Instruct the Library Board on the rules of order.
12. Represent and support the Library Board, declaring it will, and implicitly obeying its decisions in all things.
13. Receive all messages and communications on behalf of and announce them to the Library Board.
14. Ensure that the decisions of the Library Board are in conformity with the laws and bylaws governing the activities of the Library Board.

The term of office for the Chair of the Otonabee – South Monaghan Public Library Board shall be two years. The election shall take place at the inaugural meeting of the Board.

Byl-11 Vice-Chair of the Board

In the absence of the Chair, the Vice-Chair of the Otonabee – South Monaghan Public Library Board acts as an official representative of the Library and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Vice-Chair is responsible for:

1. Exercising all powers and performing all duties of the Chair, in the absence of the Chair.
2. Exercising such powers and duties as may, from time to time, be assigned by the Board.

The term of office of the Vice-Chair of the Otonabee – South Monaghan Public Library Board shall be two years. The election shall take place at the inaugural meeting of the Board.

Byl-12 Chief Executive Officer of the Board

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15 (2), the Board appoints a Chief Librarian who shall be the Chief Executive Officer of the Board but is not a voting member of this Board. The CEO shall have general supervision over, and direction of, the operations of the Otonabee-South Monaghan Public Library and its employees.

The Library Board's relationship with the CEO.

1. The CEO is the Library Board's only link to the operation of the Library.
 - a) The Library Board directs the CEO through:

1. Decisions made at Board meetings, by majority vote.
 2. Approved written policies.
 3. Approved budgets and plans.
 4. The CEO job description.
- b) Only official decisions of the full Library Board are binding on the CEO.
 - c) Decisions or instructions of individual Board members are not binding on the CEO.
1. The Chief Executive Officer shall also serve as Secretary and Treasurer of the Board.
 2. The Board shall establish a job description, hours of work for the position.
 3. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the Chief Executive Officer.
 4. A formal performance evaluation with the CEO will be undertaken annually.
2. The CEO will:
 - a) take or approve lawful actions in the name of the Library.
 - b) take actions consistent with the board’s mission, vision, values, and policies.
 - c) be responsible for the employment, management and performance evaluation of all employees.
 - d) design, implement and manage all operational practices and activities.

Byl-13 Duties and Responsibilities 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 a number of responsibilities, outside of a meeting of the Library Board they have 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
 - 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 perspectives and opinions of others.

- 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 with regard to governance and the employees, management and operations.
- g) Refrain from individually directing the Chief Executive Officer 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.

Byl-14 Rules of Debate

In directing the course of debate, the Chair shall:

- 1. Preserve order and decide questions of order.
- 2. Designate the member who has the floor when two or more members wish to speak.
- 3. State all motions presented or require the Recording Secretary to read the motion before permitting debate on the question.
- 4. Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board.

In addressing the Board, no member shall:

- 5. Speak beside the question in debate.
- 6. Reflect upon any prior determination of the Board except to conclude such remarks with a motion to rescind such determination.
- 7. Interrupt the member who has the floor except to raise a point of order.
- 8. Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision, in explanation of a statement when may have been interpreted incorrectly, or with permission of the Board after all other members so desiring have spoken.
- 9. Any member may require the question or motion under discussion to be read at any time during the debate.
- 10. Every member present, when a question is put to a vote, shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to vote in the affirmative.

Byl-15 Committees of the Board

The Library Board may use ad hoc committees to further its work. This policy ensures that the Library Board establishes terms of reference and specific duties for each of these committees, as the need arises.

- 1. Committees report directly to the Library Board and have no authority other than to draft recommendations or prepare alternatives for the Library Board's consideration.
- 2. Committees operate for defined periods of time and have a specific purpose which must be described in written terms of reference.
- 3. Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the library Board as a whole.
- 4. An ad hoc committee that is established by the Library Board may include non-Board members.
- 5. Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.
- 6. Committees shall not supervise or direct employees.

The Otonabee-South Monaghan Public Library Ad Hoc Policy Committee – Terms of Reference

- 1. **Purpose:** (Example)

a) Ensure that the Library Board's policies meet the requirements of the *Ontario Public Library Guidelines*

2. **Responsibilities:** (Examples)

a) Audit and evaluate policies based on *Ontario Public Library Guidelines*.

b) Establish a work plan to review, revise and develop policies required by the *Ontario Public Library Guidelines*.

c) Research, draft and recommend new policies or policy revisions that align with the Library's vision, mission and strategic plan.

3. **Duration of the Committee:** (Example)

a) The committee meets until the Library's policies comply with the requirements of the *Ontario Public Library Guidelines*.

Byl-16 Financial Year

Financial year of the Otonabee – South Monaghan Public Library shall terminate on the 31st day of December in each year.

Byl-17 Signing Officers of the Board

The Board shall appoint at least three signing officers of the Board.

All cheques or other orders for the payment of money in the name of the Otonabee – South Monaghan Public Library Board shall be signed by any two signing officers.

Byl-18 Reimbursement of Expenses

The Otonabee – South Monaghan Public Library Board shall, upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the Board.

Byl-19 Audit

The accounts of the Board shall be audited by auditors appointed by the Municipality at the conclusion of each financial year, upon the death, resignation, dismissal or other termination of the Treasurer of the Board, and at such other time as the Board shall direct.

The Secretary of the Board shall annually receive copies of the Library's audited financial statement from the Municipality, distribute a copy to each Board member and file two copies with the Library's official records.

Byl-20 Bank Accounts

Bank accounts required for the business of the Board shall be opened in the Board's name by the Treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution.

Byl-21 Amendment of by-laws

Bylaws are the fundamental governmental governing rules of the Library Board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a Board meeting any member can propose a review or an amendment of a bylaw.
3. All members of the Library Board will receive notice and draft of proposed changes prior to the next Board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members to be carried.

The by-laws will periodically be evaluated and revised as times and circumstances require and the above by-laws supersede board by-laws adopted August 29, 2022.