



Policy Type: **Bylaws**

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The library board bears legal responsibility for the library by ensuring that it operates in accordance with the **Public Libraries Act**, R.S.O. 1990, chapter P.44. The purpose of this bylaw is to define the legal authority of the board.

1. In accordance with the **Public Libraries Act**, section 3 (1), the council of the municipality of Carleton Place has established the Carleton Place Public Library by the adoption of municipal bylaw # 394.
2. In accordance with the **Public Libraries Act**, section 3 (3), the Carleton Place Public Library shall be under the management and control of the Carleton Place Public Library Board which is a corporation.
3. The powers and duties of the library board are prescribed in the **Public Libraries Act**, R.S.O. 1990, chapter P44, to which this bylaw adheres. The role of the library board is to govern the affairs of the library, and in accordance with the **Public Libraries Act**, section 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 board's real and personal property
  - h) shall take proper security for the treasurer
  - i) may appoint such committees as it considers expedient
4. Under the Public Libraries Act, (Section 15(2)), the library board must appoint a Library CEO, and it is that person to whom the library board may delegate authority for management of library operations.

#### **Related Documents:**

**Public Libraries Act**, R.S.O. 1990, s. 3(1) and (3)  
Corporation of the Town of Carleton Place, Bylaw # 394.  
Carleton Place Public Library. GOV – 02 Purpose and Duties of the Board  
Carleton Place Public Library. GOV – 08 Board-CEO Partnership