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Policy Title: **Purpose and Duties of the Board** Initial Policy Approval Date: Nov. 18, 2015

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Section 1 – Purpose of the Board

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

1. The library board oversees the development of a comprehensive and efficient public library service by:
 - a. developing and expressing the library board's values
 - b. articulating mission, service priorities and long-term strategy
 - c. setting policies on governance and service
 - d. planning for further library development
 - e. delegating authority to the Chief Executive Officer (CEO) for management of library operations
 - f. providing direction to the CEO through board motions, policies, and plans
 - g. providing feedback to the CEO through a performance appraisal process
 - h. securing the financial resources to achieve the intended results
 - i. exercising financial control
 - j. advocating for library service
 - k. evaluating results and assessing outcomes and impact

Section 2 – 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
- i. holding all meetings in public unless closed for a special purpose within the framework of Section 16.1 of the **Public Libraries Act**.

Section 3 – 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 with regard to 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 *GOV – 12 Carleton Place Public Library Board Code of Conduct*

Related Documents:



Carleton Place Public Library. **GOV – 12 Carleton Place Public Library Board Code of Conduct**
Carleton Place Public Library. **BL – 01 Statement of Authority and Powers of the Board**