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## Smiths Falls Public Library



Policy Type:	<b>Governance</b>	Policy Number:	<b>GOV-05</b>
Policy Title:	<b>Purpose and Duties of the Board</b>	Policy Approval Date:	<b>November 23, 2021</b>
		Last Review Date:	

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### Section 1 – Purpose of the Board

The purpose of the Smiths Falls Public 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 philosophy and 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 Town Council
- f) evaluating the board's performance
- g) engaging the community in determining responsive and dynamic library service
- h) behaving with integrity

### **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 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 *Smiths Falls Public Library Board Code of Conduct* (see **Appendix A**)

#### **Related Documents:**

*Municipal Conflict of Interest Act*, R.S.O. 1990, c. M50

#### **Appendix A:**

##### **Board Code of Conduct**

Within the framework of the Smiths Falls Public Library Policy GOV-05, 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 Smiths Falls Public 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 unavailable to the general public 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