



# **Trent Hills Public Library Policy Manual**

## **By-laws and Governance Section**

**Trent Hills Public Library Policy Documents  
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## **Trent Hills Public Library**

Policy Type: **Board By-laws**

Policy Title: **Statement of Authority, Powers and Duties**

Policy Number: **BL-01**

Initial Policy Approval Date: **Feb. 12/2014**

Last Review/Revision Date: **May 14/2020**

Date of Next Review: **2024**

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1. **Authority of the Board** - The Trent Hills Public Library Board bears legal responsibility for the library by ensuring that it operates in accordance with the *Public Libraries Act*, R.S.O. 1990, c P.44. The purpose of this bylaw is to define the legal authority of the board.
  - a) In accordance with the *Public Libraries Act*, s. 3 (1), the council of the municipality of Trent Hills has established the Trent Hills Public Library by the adoption of municipal bylaw # 2001-13.
  - b) In accordance with the *Public Libraries Act*, s.3 (3), the Trent Hills Public Library shall be under the management and control of the Trent Hills Public Library Board which is a corporation.
  
2. **Powers of the Board** - The powers and duties of the 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. In accordance with the *Public Libraries Act*, s. 20, the Trent Hills Public 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
  - j) setting policies on governance and service and to review these policies and services on a regular basis.
  
3. **Amendments to Board By-laws** - Bylaws are the fundamental governing rules of the board. The purpose of this bylaw is to state the conditions under which bylaws are amended.
  - a) Bylaws may be amended in response to legislation or when circumstances change.
  - b) At a board meeting any member can propose a review or an amendment of a bylaw.
  - c) All members of the board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
  - d) A motion to add, amend or remove a bylaw shall require a majority of members present in order to be carried.

**Related Documents:**

- Council of the Municipality of Trent Hills, Bylaw # 2001-13



## **Trent Hills Public Library**

Policy Type: **Board By-laws**

Policy Title: **Organization and Composition of Board**

Policy Number: **BL-02**

Initial Policy Approval Date: **Feb.12/2014**

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Where required, the 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 board's election and appointment of its officers.

### **Section 1: Composition**

#### **Trent Hills Public Library – Board By-laws - BL-02**

1. While the **Public Libraries Act**, section 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 5, and no more than 7 members.
2. In accordance with the **Public Libraries Act**, section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
3. In accordance with the **Public Libraries Act**, section 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**, section 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**, section 13, if any member of the board is disqualified from holding office, the members shall forthwith declare the seat vacant and notify the municipal council accordingly.
- 8: In accordance with the **Public Libraries Act**, section 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.

## **Section 2: Officers**

1. In accordance with the **Public Libraries Act**, s. 14-15, the officers of the board are the chairperson, vice-chairperson, the secretary and the treasurer.
2. In accordance with the **Public Libraries Act**, s. 14(3), the chair and vice-chair shall be elected at the first meeting in a new term. 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.
3. The board shall appoint a CEO, who will also serve as Secretary/Treasurer of the Board.
4. The Board shall appoint three signing officers, who shall be the Chairperson, Vice-Chairperson, Treasurer and Secretary/CEO. Two of three signatures are required.

### **Related Documents:**

- Trent Hills Public Library. **BL 03 – Terms of Reference of the Officers**



## **Trent Hills Public Library**

Policy Type: **Board By-laws**

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

Policy Number: **BL-03**

Initial Policy Approval Date: **Feb.12/2014**

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The Trent Hills 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 Trent Hills 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 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.

## **Trent Hills Public Library – Board By-laws - BL-03 (continued)**

### **Section 2: Terms of Reference of the Vice-Chair**

1. The election of vice-chair shall take place at the first 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 Trent Hills 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 a treasurer.
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. The Library Board will use the financial services of the municipality, who will look after the required financial elements, under the **Public Libraries Act**, s. 14(4), specifically to:
  - a) receive and account for all the board's money
  - b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board
  - c) deposit all money received on the board's behalf to the credit of that account or accounts
  - d) disburse the money as the board directs
4. Using the reports provided through the municipality, the board treasurer will provide the board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required

## **Trent Hills Public Library – Board By-laws - BL-03 (continued)**

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

1. In accordance with the *Public Libraries Act*, s.15 (2), the Trent Hills 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) acts as the secretary to the board
  - b) does not vote on board business
  - c) sits ex-officio on all committees of the board and acts as a resource person
  - d) assists and supports the board at the presentation of the library budget before the council
  - e) reports directly to the board on the affairs of the library and makes recommendations he or she considers necessary
  - f) interprets and communicates the board's decisions to the staff

## **Trent Hills Public Library**

Policy Type: **Board By-laws**

Policy Title: **Meetings of the Board**

Policy Number: **BL-04**

Initial Policy Approval Date: **Feb.12/2014**

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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 for the future and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. chapter P.44.

### **Section 1: Types of Meetings**

1. In accordance with the **Public Libraries Act**, section 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 of this bylaw.
2. In accordance with the **Public Libraries Act**, section 16(1), the library board shall hold at least seven regular meetings in each year. and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, section 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**, section 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**, section 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 privilege, 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**, section 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, chapter 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 remotely, 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 (2) hours before the commencement of the meeting to the Secretary so that the equipment can be made ready
  - d) Meeting minutes will reflect that a member is participating remotely
  - e) If the chair of the library board attends the meeting remotely, then the vice-chair chairs the in-person meeting
  - f) Quorum applies to the members attending in person and remotely.

## Section 2: Order of Proceedings

### 1. Parliamentary authority

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

Meetings shall be **called to order** by the chair on the hour fixed for the meeting. In the absence of the chair, the vice-chair will preside over the meeting.

### 3. Quorum

In accordance with the **Public Libraries Act**, section 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.

- a) Where a quorum is not present within fifteen 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.
- b) 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.
- c) If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the library board that the meeting is cancelled.

#### 4. Attendance at meetings

In accordance with the **Public Libraries Act**, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

- a) consider the member disqualified from the board and notify the appointing council that the seat is vacant, or
- b) consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

#### 5. Agenda

The agenda focuses the discussion in order 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 order of business for all regular meetings of the library board shall be as follows:

1. Call to order
2. Approval of the agenda
3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Tabling of the board information package: correspondence, Treasurer's report, Chief Executive Officer's report; Committee reports
7. Monitoring the progress of the library's strategic plan
8. Policy review and updates
9. Report on board members' advocacy activities
10. Other business
11. Date of the next meeting
12. Adjournment

#### 6. Voting

- a) All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast.
- b) A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- c) In accordance to the **Public Libraries Act**, s. 16(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.

## 7. Minutes

- a) Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b) Minutes are approved at the next meeting of the library board and signed by the chair.
- c) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d) Minutes of closed meetings are kept separately and held to be confidential.

### Section 3: Chairing the Meeting

The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:

- a) open meetings of the library board by calling the members to order
- b) announce the business before the library board in the order in which it is to be acted upon
- c) receive and submit, in the proper manner, all motions presented by the members of the library board
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
- e) decline to put to vote motions which infringe the rules of procedure
- f) restrain the members, when engaged in debate, within the rules of order
- g) exclude any person from a meeting for improper conduct
- h) enforce the observance of order and decorum among the members
- i) authenticate, by signing, all bylaws, resolutions and minutes of the library board
- j) instruct the library board on the rules of order
- k) represent and support the library board, declaring it will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the library board
- m) ensure that the decisions of the library board are in conformity with the laws and bylaws governing the activities of the library board

### Section 4: Board Meeting Ground Rule

The library board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The board members will at the start of the term, set, and agree on, ground rules to guide their deliberations.

#### Related Documents:

- ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, chapter M56
- ***Public Libraries Act***, R.S.O. 1990, chapter P44, section 14 and section 16.1
- ***Robert's Rules of Order New Revised*** (RONR)

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Board Recruitment**

Policy Number: **GOV-01**

Initial Policy Approval Date: **Feb. 12/2014**

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1. **Timing of appointments** -The *Public Libraries Act* legally controls public library boards in Ontario. According to the *Public Libraries Act*, section 10(4), the municipal council is responsible for appointing public library trustees in this timeframe:

“The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting.”
2. **Requirement for advertising** - An advertisement must appear in at least one local newspaper (digital), on social media and the Trent Hills Public Library Website soliciting applicants who are:
  - At least 18 years of age
  - Canadian citizens
  - Residents of Trent Hills
  - Not employed by the library or the municipality
  - Board Member search will begin 1 year prior to the election year
3. **Recruiting members** - The Trent Hills Public Library will ensure continuity of good governance through a recruitment strategy that seeks individuals who are:
  - a) Willing and able to learn about library programs and service
  - b) Willing and able to work with other Board members and the CEO in a team process designed to provide programs and services that meet the greatest number of needs in the community
  - c) Recognized by the community as people of substance and credibility
  - d) Interested in being active participants in Board leadership activities in the community

In recruiting new members, the Board will carefully consider what kinds of skills are currently needed, for example, public relations, fundraising experience, etc.

Prior to an election, the Board shall create a search committee to try to provide the names of persons who are willing to volunteer to be members of the Board. The skills they possess that make them suitable, such as fundraising or public relations experience and so forth should be noted. Such possible volunteers should be provided with information on the work of the Board and be introduced to Board members and the CEO. Those names should be forwarded to Council with a recommendation on the appointments.

### **Related document**

- Board application form



# Application Form

## Trent Hills Public Library Board

(2018-2022 Term of Office)

If you have an interest in reading, cultural programs and literacy, we invite you to consider serving on the Trent Hills' Public Library Board which oversees the operation of the three library branches in Campbellford, Warkworth and Hastings. The Library Board is comprised of volunteers from the community and Council representation, with administrative assistance from the Library C.E.O. The Board meets monthly on the 3<sup>rd</sup> Monday (with no scheduled meetings in July or August), at 6:30 p.m., rotating among the branches.

For further information regarding the Public Library Board, please contact the Library C.E.O., Mary Jo Mahoney at (705) 653-3611.

Please submit your completed application form and any supporting documentation in a sealed envelope marked "Public Library Board Application" by \_\_\_\_\_ Applications may be submitted in person or by mail to the Municipality of Trent Hills, 66 Front Street South, P.O. Box 1030, Campbellford, ON K0L 1L0

<b>Applicant Information</b>	
Name:	
Street Address:	
Mailing Address: (if different than above)	
Town: (Mailing Address)	
Postal Code:	
Primary Phone No.:	
Secondary Phone No.:	
Email:	

**Please answer the following questions.**

Why would you like to serve on the Public Library Board?

What is your current involvement in cultural and/or literacy related activities?

Describe your previous experiences and background in the field of literacy and volunteerism.

Any other qualifications, talents or comments in support of your application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine whether to appoint an individual to the Trent Hills Public Library Board. Enquiries regarding the collection of this information may be directed to the Office of the Clerk/Freedom of Information Coordinator, Municipality of Trent Hills, 66 Front Street South, P.O. Box 1030, Campbellford, ON K0L 1L0 705-653-1900.

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Board Orientation**

Policy Number: **GOV-02**

Initial Policy Approval Date: **Feb.12/2014**

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The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the board.
2. The Chief Executive Officer (CEO) and the board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
  - a) information on the library's vision, mission and values
  - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. P44
  - c) an overview of the board bylaws and governance policies
  - d) a discussion on the role, structure, code of conduct and function of the board
  - e) a tour of the library and an introduction to staff members and services
3. Each board member will receive:
  - a) the current **Trent Hills Public Library Policy Manual**
  - b) the library's current planning document and Strategic Plan
  - c) a copy and overview of the annual operating plan and the current budget
  - d) an application for library membership
  - e) a copy of the **Library Board Orientation Kit**
  - f) a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Boards' Association)

### **Related Documents:**

- Trent Hills Public Library. **Gov 03 -Board Training**
- Southern Ontario Library Service. **Library Board Orientation Kit**.
- Ontario Library Boards' Association. **Cut to the Chase: Ontario Public Library Governance at a Glance**.

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Board Training**

Policy Number: **GOV-03**

Initial Policy Approval Date: **Feb.12/2014**

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Date of Next Review: **2023**

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In order to be effective, board members must have sufficient knowledge of board governance and issues that are central to the role of the library in the community. Ongoing training ensures that board members focus on good governance, strategic directions and policy implications rather than on operational details. This policy ensures that board members have access to, and avail themselves of, training opportunities.

1. To ensure ongoing education, the board will:
  - a) schedule time for board training
  - b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
  - c) assign a representative who will attend the regional Trustee Council meetings and report back to the board
  - d) the board will encourage members to attend the OLA Super conference if the budget allows
2. The board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
3. The cost of any training must be approved by the board before it is undertaken.
4. Board members will report on their participation in training events.
5. In the first year of its term, the board will review and discuss each module of the **Library Board Orientation Kit**, prepared by Southern Ontario Library Service.
6. Board members are encouraged to participate in training opportunities that include, but are not limited to:
  - a) effective governance
  - b) planning
  - c) advocacy
  - d) funding development
  - e) decision making

### **Related Documents:**

- a) Trent Hills Public Library. **GOV-02 - Orientation**

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Member's Code of Conduct**

Policy Number: **GOV-04**

Initial Policy Approval Date: **Feb.12/2014**

Last Review/Revision Date: **Feb. 11/2020**

Date of Next Review: **2023**

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The Trent Hills Public Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the governing style and code of conduct of individual board members.

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole. As such, the Board will govern with a style that emphasizes:
  - a) Encouragement of, and respect for, diversity of opinions
  - b) Strategic leadership
  - c) Clear distinction between Board and CEO roles
  - d) Collective, rather than individual, decisions
2. Furthermore the Board will:
  - a) Operate in all ways mindful of its civic trusteeship obligation to the Trent Hills Public Library
  - b) Speak with one voice
  - c) Ensure continuous good governance through periodic discussion of process improvement, and through active recruitment of new members.
  - d) Monitor and discuss the Board's performance
3. Individual members of the board are responsible for exercising a **code of conduct** as follows:
  - a) Board members must represent loyalty to the interests of the Trent Hills public Library as outlined in the Mission Statement.

### **Mission Statement:**

The purpose of our local public libraries is to serve all of the citizens of Trent Hills Municipality by offering services, resources and facilities to meet their informational, educational, cultural, recreational and technological needs at a reasonable and effective cost. Optimum access to library materials and resources will allow individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition to pursue their self-defined aims.

4. Board members must avoid any conflict of interest with respect to their fiduciary responsibility, adhering to the regulations of the **Municipal Conflict of Interest Act**. R.S.O. 1990, c. M50
  - a) There must be no self-dealing or any conduct of private business or personal services between any board member and the library, except as procedurally controlled, to ensure openness, competitive opportunity and equal access to "inside" information.

## Trent Hills Public Library – Governance - GOV-04 (continued)

- b) Each board member shall disclose to the board any personal interest which he or she may have in any matter pending before the board and shall refrain from any participation in any decision on such matter
  - c) Board members must not use their positions to obtain employment in the organization for themselves, family members or any other person seeking such employment
  - d) Should a board member be considered for employment with the library, he or she must temporarily withdraw from board deliberation, voting and access to applicable board information.
5. Board members may not attempt to exercise individual authority over the organization, except as explicitly set forth in board policies
    - a) Board member's interaction with the CEO or with staff must recognize the lack of authority held by any individual board member or group of board members, except as noted above.
    - b) Board member's interaction with the public, the media or any other group must recognize the same limitation and similar inability of any board member or group of board members to speak for the board, except as noted above.
    - c) Board members will make no judgements of the CEO or staff performance, except as that performance is assessed against board policy, through the official process
  6. Board members will respect the confidentiality appropriate to issues of a confidential nature
  7. Board members serve without remuneration but are reimbursed for reasonable expenses incurred when acting in an official capacity.

### Related Documents:

- Trent Hills Public Library. **Foundation Documents: Mission Statement**
- **Municipal Conflict of Interest Act**, R.S.O. 1990, c. M50

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Board Attendance Policy**

Policy Number: **GOV-05**

Initial Policy Approval Date: **Feb.12/2014**

Last Review/Revision Date: **May 14/2020**

Date of Next Review: **2023**

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This policy is intended to support full contribution by all Board members.

### **1. Definition of a board attendance problem**

A board attendance problem occurs if either of the following conditions exists in regard to a board member's attendance at board meetings

- a) A member is absent from three consecutive meetings of the board without being authorized by a Board resolution, as per Public Libraries Act, R.S.O.. 1990, c. p. 44, s. 13(c)
- or
- b) A member misses one third or more of the total number of regularly scheduled Board meetings in a twelve-month period.

### **2. Response to a Board attendance problem**

**In the case of a)** above, legislation states that "the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly"

**In the case of b)** above, the Board Chair will promptly contact the member to discuss the problem. Following that discussion the matter will be placed before the Board at its next meeting to which the member will be requested to attend to address the issue. In the event the member does not attend, the Board Chair will advise the board of the outcome of the meeting held by the Board Chair with the member.

If the board, in light of the information received, decide to pass a resolution requesting a letter of resignation from the member with a deadline set for its receipt, the Board will, at its next meeting, thereafter, vote on its acceptance or otherwise. If the member does not provide a letter of resignation within the deadline set the Board shall declare the seat vacant at its next meeting and notify the Board member concerned and Council accordingly. The Board will then seek a replacement and, upon securing a person willing to serve, make a recommendation to Council that the person be appointed to complete the term. Council should be kept full informed of these developments by the Chair through contact with the CAO of the municipality.

	<b>Library Board Roles and Responsibilities</b>	<b>CEO Roles and Responsibilities</b>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Appoints the CEO.</li> <li>• May approve and review senior level staff recommended by CEO.</li> <li>• Approves salary scales for all staff, within the context of the Library’s Pay Equity Plan.</li> <li>• Ensures that the appropriate steps are taken to handle any grievances that have not been satisfactorily resolved.</li> <li>• Evaluates the CEO’s performance annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Hires and directs subordinate staff members, adhering to board policies.</li> <li>• Negotiates salary scales within framework of Pay Equity and, if necessary, the Collective Agreement.</li> <li>• Ensures working conditions for staff.</li> <li>• Handles all grievances and keeps the board informed.</li> <li>• Ensures that annual performance appraisals are conducted on all staff under the CEO’s supervision.</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>• Analyzes preliminary budget request submitted by the CEO; makes necessary changes.</li> <li>• Explores all ways of increasing Library’s income through new sources; determines methods used.</li> <li>• Officially adopts budget and prepares the budget for presentation to municipal council.</li> <li>• Presents the budget at the municipal council and committee meetings. (This may vary with library size and the level of integration with the municipality.)</li> <li>• Ensures that proper financial control measures are in place to expend the budget: <ul style="list-style-type: none"> <li>- With due diligence</li> <li>- According to board priorities</li> <li>- As approved by council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Prepares preliminary budget in conjunction with the Board or its committee based upon present and anticipated needs, considering the Board’s plan for growth.</li> <li>• Liaises with municipal treasurer and other municipal staff regarding the budget.</li> <li>• Participates in budget presentation, supplying facts and figures, analysis and comment as requested.</li> <li>• Maintains and monitors the budget and attends to problem areas when they arise.</li> </ul>
<b>Community Relations</b>	<ul style="list-style-type: none"> <li>• Develops a strong and communicative relationship with the municipal or county council.</li> <li>• Is aware of municipal/county planning context.</li> <li>• Understands local issues, community demographics and the contributions of community groups.</li> <li>• Advocates the community’s needs with the library.</li> <li>• Establishes the library as an essential community service.</li> <li>• Advocates the Library’s role in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Builds solid relationships with municipal or county staff.</li> <li>• Understands local issues, community demographics and the contributions of community groups.</li> <li>• Maintains an active program of public relations, including promoting library services in the community.</li> <li>• Forges relationships with community groups and leaders.</li> <li>• Advocates Library’s role in the community.</li> </ul>



## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Duties and Responsibilities**

Policy Number: **GOV-06**

Initial Policy Approval Date: **Feb.12/2014**

Last Review/Revision Date: **May 14/2020**

Date of Next Review: **2023**

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This policy sets out the obligations of individual board members of the Trent Hills Public Library Board

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 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) attend board meetings regularly and contribute from a personal, professional and life experience to the work of the board
  - d) be prepared for all board meetings and use meeting time productively.
3. Individual members of the board are responsible for exercising a **Duty of Loyalty**, as follows:
  - e) adhere to the regulations of the **Municipal Conflict of Interest Act**. R.S.O. 1990, c. M50
  - f) 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
  - g) speak with “one voice” once a decision is reached and a resolution is passed by the board
  - h) represent the library positively to the community
4. Individual members of the board are responsible for exercising a **Duty of Care**, as follows:
  - d) promote a high level of library service
  - e) consider information gathered in preparation for decision making
  - f) offer personal perspective and opinions on issues that are subject to board discussion and decisions
  - g) show respect for the opinions of others
  - h) assume no authority to make decisions outside of board meetings
  - i) know and respect the distinction in the roles of the board and the staff
  - j) refrain from individually directing the Chief Executive Officer (CEO) and the staff
  - k) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
  - l) resist censorship of library materials by groups or individuals

**Related Documents:**

***Trent Hills Public Library. GOV- 04 Members Code of Conduct***

***Trent Hills Public Library Foundation Documents***

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

***<http://resources.learnhq.ca/governance-roles-and-responsibilities/primary>***

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Planning Policy**

Policy Number: **GOV-07**

Initial Policy Approval Date: **Feb. 12/2014**

Last Review/Revision Date: **May 14/2020**

Date of Next Review: **2023**

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The board shall maintain an effective planning process for the library in order to fulfill its mandate under the **Public Libraries Act**, RSO 1990, c. P44, s. 20(a): “A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs”. This policy establishes a formal planning process.

1. The planning process ensures that:
  - a) the vision of the library board is realized
  - b) the library is able to respond to changing needs and trends in the community
  - c) key decision makers in the community make a long-term commitment to library services
  - d) library funds are responsibly expended in a deliberate and accountable manner
  - e) continuity of services is maintained regardless of personnel changes in the board or staff
2. To this end, the board shall:
  - a) in the second year of its four year term, develop a formal working document that includes the mission statements and priorities
  - b) develop a cycle for reviewing and assessing:
    - i. client needs in the community served by the library
    - ii. the services of the library in the light of client needs and feedback
    - iii. the priorities of the municipality
    - iv. current board strategic planning documents: mission statement, goals and objectives
  - c) report to the community on the library’s progress in fulfilling its plan by means of:
    - i. distribution of an annual report
    - ii. presentations to Council, service groups and community organizations
  - d) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
3. Reviewing and assessing the library’s current environment will be addressed through a situational analysis which may include:

**Community analysis** - A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.

**Consultation with users** - Library users are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.). The Library ensures that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

#### **Related Documents**

***Trent Hills Public Library Foundation Documents***

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Financial Control/Oversight**

Policy Number: **GOV-08**

Initial Policy Approval Date: **May 15/2017**

Last Review/Revision Date: **Feb.11/2020**

Date of Next Review: **2023**

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The board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

### **Section 1: Accountability**

#### **1. Financial year**

The financial year of the Trent Hills Public Library shall terminate on the 31<sup>st</sup> day of December in each year.

#### **2. Bank accounts**

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44 s. 15(4b), there will be an account in the name of the board in a chartered bank, trust company or credit union approved by the board.

#### **3. Signing officers**

- a) The board shall appoint at least three signing officers, one of which will be the treasurer.
- b) All cheques or other orders for the payment of money in the name of the Trent Hills Public Library Board shall be signed by any two signing officers.

#### **4. Budget**

- a) In accordance with the *Public Libraries Act*, s. 24(1), the board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.
- b) The board prepares, for council approval, annual estimates of a long-term capital budget which supports the library's approved long term goals.

### **Section 2: Financial Monitoring**

1. The board monitors the finances in order to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.
2. In accordance with the *Public Libraries Act*, s. 24(7), the accounts of the board shall be audited, by a person appointed under section 296 of the *Municipal Act*, S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.

### **Section 3: Financial Responsibilities of Chief Executive Officer (CEO)**

1. The CEO will submit a copy of the audited financial statement to the Ministry of Tourism, Culture and Sport as part of the requirements to complete the Annual Survey of Public Libraries.
2. The CEO is authorized to operate the library within the approved budget.

#### **Related Documents:**

Trillium Public Library Board. ***BL 02 – Composition of the Board and Officer’s Terms of Reference***  
***Municipal Act***, S.O. 2001, c. 25  
***Public Libraries Act***, R.S.O. 1990, c. P44

## ***Trent Hills Public Library***

Policy Type: **Governance**

Policy Title: **Duties and Responsibilities with respect to Advocacy**

Policy Number: **GOV-09**

Initial Policy Approval Date: **Feb.12/2014**

Last Review/Revision Date: **May 14/2020**

Date of Next Review: **2023**

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The board must ensure that the community is aware of the importance of the library and that funding bodies fully understand the important role which the library plays in the community. Through its advocacy work, the board seeks to promote the profile of the library and enhance its importance to the community. This policy sets out the advocacy responsibilities of the board.

1. The board chair (or delegate) shall be the official spokesperson for the Trent Hills Public Library on issues approved by the board.
2. In pursuing its advocacy activities, the board shall:
  - a) prepare an annual advocacy plan
  - b) inform council of the needs of the community, the development of library services, plans and achievements by means of reports
  - c) meet with council twice a year to review progress and discuss funding needs
  - d) participate regularly in activities that build relationships with individuals and organizations that share interests with those of the Trent Hills Public Library
  - e) identify and respond to issues, concerns and government policies that may directly or indirectly affect the Trent Hills Public Library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community

## **Trent Hills Public Library**

Policy Type: **Governance**

Policy Title: **Delegation of Authority to the Library CEO**

Policy Number: **GOV-10**

Initial Policy Approval Date: **Feb.12/2014**

Date of Next Review: **2023**

Last Review/Revision Date: **May 14/2020**

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In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(2), the board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Trent Hills Public Library and its staff. This policy outlines the nature of the board's relationship with the CEO.

1. The CEO is the board's only link to the operation of the library. As such:
  - a) the board directs the CEO through:
    - i. decisions made at board meetings, by majority vote
    - ii. approved written policies
    - iii. approved budgets and plans
    - iv. the CEO job description
  - b) only official decisions of the full board are binding on the CEO
  - c) decisions or instructions of individual board members are not binding on the CEO
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 staff employed by, or on contract with, the library
  - d) design, implement and manage all operational practices and activities

### **Related Documents:**

Trent Hills Public Library. **Gov-11 – Duties and Responsibilities with to the Evaluation of the CEO**



## ***Trent Hills Public Library***

Policy Type: **Governance**

Policy Title: **Duties and Responsibilities with respect to the Evaluation of the CEO**

Policy Number: **GOV-11**

Initial Policy Approval Date: **Feb.12/2014**

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It is the board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The board oversees the performance of the CEO and supports the CEO's development. As part of this process the board conducts a formal annual performance appraisal of the CEO. This process facilitates bilateral communication between the board and the CEO, and ensures that the board's priorities are being achieved. This policy sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter. The board shall:
  - a) prepare a written job description which states the responsibilities of the CEO
  - b) appraise the CEO's performance based on the job description, relevant competencies, progress towards achieving the board's priorities, and compliance with board policies
2. Information collected to assess the performance of the CEO may include:
  - a) the annual report from the CEO on outcomes of the previous year's activities
  - b) data on measures such as circulation, membership, program statistics, collection development etc.
  - c) invite the CEO to be an active participant in his/her own appraisal
3. Competencies on which the CEO is evaluated may include, but not be limited to general supervision of the library and leadership qualities.
4. In the event that the CEO's performance needs improvement, the Board must clearly state where progress must be made and will:
  - a) offer training and/or mentoring opportunities to address specific issues
  - b) re-evaluate the performance of the CEO, in six months.

### **Related Documents:**

*Trent Hills Public Library. **GOV-10 - Delegation to the Chief Executive Officer***

*Trent Hills Public Library **CEO Job Description***

***Skills and Competencies Assessment Tool for the Evaluation of the CEO***

## Evaluation of the Chief Executive Officer (continued)

### Skills and Competencies Assessment Tool for the CEO Evaluation

Skills or Competency	Rating <b>M</b> – More than Satisfactory <b>S</b> – Satisfactory <b>L</b> - Less than Satisfactory
<b>General Management</b>	
1. Formulates policies, plans and designs programs effectively	
2. Makes informed and sound decisions	
3. Uses financial and quantitative data to plan and evaluate the delivery of services	
4. Demonstrates understanding of the budget process, including its development, approval and implementation	
5. Assesses potential granting programs; applies to relevant ones, manages grants and related reporting requirements	
<b>Human Resources</b>	
1. Employs and deploys staff effectively	
2. Coaches and develops individuals	
3. Fosters teamwork to achieve library goals	
<b>Community Relationships</b>	
1. Builds a network of relationships with community groups/agencies, municipal staff and library partners	
<b>Visionary</b>	
1. Thinks ahead to future library service to create change, improve service and direct action	
<b>Library Knowledge</b>	
1. Keeps abreast of professional information and understands the issues relevant to library service, operations and management	
2. Applies knowledge effectively	
<b>Commitment to Quality</b>	
1. Focuses on users' needs	
2. Defines standards for quality and evaluates services against those standards	
3. Searches for ways to increase customer satisfaction	