

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.10

**Associated Documents:**

- Public Libraries Act R.S.O., 1990
- POL-BLG.2018.99 Agenda and Multi-Year Agenda

### Legal Framework

The Board,

1. Shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;
2. Shall seek to provide library services in the French language, where appropriate;
3. Shall operate one or more libraries and ensure that they are conducted in accordance with the PLA and its regulations;
4. May operate special services in connection with a library as it considers necessary;
5. 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;
6. Shall make an annual report to the Minister and make any other reports or provide any other information required by the PLA and its regulations or requested by the Minister from time to time;
7. Shall make provision for insuring the board's real and personal property;
8. Shall take proper security for the treasurer; and
9. May appoint such committees as it considers expedient. [PLA 20]

#### BLG.2018.10.1 Responsibilities of the Board

The Board:

1. Bears legal responsibility for the BMPL;
2. Researches the library-related needs of the community;
3. Researches the museum and heritage-related needs of the community;
4. Develops and publishes a Strategic Plan every four (4) years which sets direction for the library, museum, and gallery and serves as a legacy document for the incoming Board;
5. Determines the individual and combined goals and objectives of the library, museum and gallery, and ensures adequate funding to fulfill these goals;
6. Ensures the Board's assets, be they real estate, collections, or human, are being cared for and managed by the CEO in a responsible, efficient and effective manner;
7. Works with the CEO to prepare a budget adequate to carry out goals and objectives of the library, museum and gallery and presents this budget to TBM for approval;
8. Ensures that the community museum is operated in accordance with the *Standards for Community Museums in Ontario*.

#### BLG.2018.10.2 Committees of the Board

The Board may establish Standing or Ad Hoc Committees to further the work of the Board and more specifically the implementation of the Strategic Plan. The Board establishes terms of reference and specific duties for each of the Committees of the Board.

- 1.1. Committees report directly to the Board and have no authority other than to draft recommendations, or to prepare alternatives for the Board's consideration.
- 1.2. To be considered a Committee of the Board, at least fifty percent of its members must be sitting Board Members.
- 1.3. Committees shall not supervise or direct staff, but may request, via the CEO, for staff to assist with information gathering and retrieval or in-house tasks of the Board.

#### **BLG.2018.10.3 Advisory Councils to the Board**

The Board may establish advisory councils to further the work of the Board in key areas where specific expertise is needed. These councils shall be part of the Board governance structure and be included in the Lines of Authority document.

1. The Board shall establish written terms of reference for advisory councils to identify mandate, powers and limitations.
2. Advisory Council(s) report directly to the Board and submits minutes of their proceedings to the Board.
3. In the case of the community museum governance, this Advisory Council shall fulfil portions of the mandate, required by the responsible Ministry, to have a separate Board from that of the BMPL Board.
4. An advisory council or any committee appointed by and reporting to the CEO, such as the Art & Culture Council (ACC), are not included in this policy.

#### **BLG.2018.10.4 Board Evaluation**

The Board shall monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for improvement and the requisite follow-up action.

1. The Board shall evaluate its effectiveness on an annual basis:
  - 1.1. Assessing the Board as a whole; and
  - 1.2. Via self-assessment.
2. The evaluation shall be completed by considering the performance of the Board against approved Plans, By-Laws and Policy.
3. The evaluation shall be scheduled within the annual agenda.

#### **BLG.2018.10.5 Advocacy**

1. The Board is the primary body to advocate for the library, museum and gallery. The Board must ensure that the community is aware of the importance of the BMPL, and that funding bodies fully understand the important role the system plays in the community.
2. The Board Chair (or delegate) shall be the official spokesperson for the BMPL pertaining to all issues approved by the Board.
3. In pursuing its advocacy activities, the Board and CEO shall:
  - 1.1. Prepare an annual advocacy plan;
  - 1.2. Inform Council of the needs of the community, plans and achievements by means of annual reports, budget requests and regular updates;
  - 1.3. Participate in activities that build relationships with individuals and organizations that share interests with those of the BMPL;

- 1.4. Actively pursue donations and relationships which shall benefit the BMPL financially and in collection development, including local history and archives collections;
- 1.5. Identify and respond to issues, concerns, and government policies that may directly or indirectly affect the BMPL, and ensure that government decision-makers at all levels are aware of the value of the library, museum and gallery, and their benefits to individuals groups, and the community now and of the future.

Original Approval: 2018-03-22  
Amended On: 2018-11-15; 2019-05-16