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Associated Documents:	<ul style="list-style-type: none"> • Public Libraries Act R.S.O., 1990 • Amendment: 1993, c. 27, Sched. • Appendix: Lines of Authority
Original Approval:	03-22-2018
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Legal Framework

1. **Staff:** The Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties. [PLA 15.1]
2. **Chief Executive Officer:** The Board shall appoint a Chief Executive Officer (CEO) who shall have general supervision over and direction of the operations of the BMPL and its staff, shall attend all Board meetings and shall have the other powers and duties that the Board assigns to him or her from time to time. [PLA 15.2]
3. **Secretary:** The Board shall appoint a secretary who shall,
 - 3.1. conduct the Board's official correspondence; and
 - 3.2. keep minutes of every meeting of the Board. [PLA 15.3]
4. **Treasurer:** The Board shall appoint a treasurer who shall,
 - 4.1. receive and account for all the Board's money;
 - 4.2. open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
 - 4.3. deposit all money received on the Board's behalf to the credit of that account or accounts; and
 - 4.4. disburse the money as the Board directs. [PLA 15.4]
5. **Idem:** The same person may be both the secretary and the treasurer, and the CEO appointed under PLA subsection 15.2 may be the secretary and may be the treasurer. [PLA 15.5]

BLG.2018.7.1 Appointment of the CEO/Secretary/Treasurer

1. The Board shall appoint a CEO to manage the operations of the BMPLs gallery, library, archives and museum (GLAM), and who shall also be Secretary/Treasurer of the Board.
2. The CEO reports to the Board as a whole. The Board shall direct the CEO via policy, the Strategic Plan, and the Annual Action Plan.
3. The Board shall establish a job description, hours of work, salary, and benefits for the position.
 - 3.1. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the CEO;
 - 3.2. This job description shall be reviewed for amendments, updates and changes not less than every four (4) years.
4. The Board shall conduct an annual evaluation of the performance of the CEO to aid in setting objectives for the following year.

5. Any contracts between the CEO and Board supersede policy.

BLG.2018.7.2 Responsibilities of the CEO

1. The CEO is responsible for reasonable interpretation of the Board policies.
2. The CEO shall keep the Board informed of relevant trends, anticipated adverse community reaction, material external and internal changes.
3. The CEO shall support the initiatives of the Board and its committees as a staff resource.
4. The CEO shall be the Head of the organization, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
5. The CEO shall prepare an annual Risk Assessment Report for the Board.
6. The CEO has authority for all operational aspects of the GLAM. These include but are not limited to:
 - 6.1. Day to day operations and decisions;
 - 6.2. Hiring, discipline, termination, and evaluation of employees and volunteers;
 - 6.3. Expensing within the Board approved budget;
 - 6.4. Establishing operational policies, procedures, plans, and programs;
 - 6.5. Collection Development, creating collection plans, and collection purchases;
 - 6.6. Acceptance of donations, gifts, and in-kind contributions; and
 - 6.7. Marketing, promoting and branding of services and programs.

BLG.2018.7.3 Secretary of the Board

The Secretary has the primary responsibilities of:

1. Maintaining the official record of Board business, including Board Minutes, Board and Committee reports and correspondence;
2. Preparing all copies of Reports, Minutes, and Agenda prior to meeting in consultation with the Chair;
3. Attending all duly scheduled Board and Committee meetings as a resource person or providing a designate; and
4. Taking Minutes, or designating a Note Taker, to prepare Official Minutes of the Board and distributing the minutes in draft to the Board within one (1) week of the meeting. Minutes will record key points of the discussions, as well as final decisions.

BLG.2018.7.4 Treasurer of the Board

1. The Treasurer has the primary responsibilities of:
 - 1.1. Developing short and long-term operational and capital budgets which reflect and support the Board priorities and plans;
 - 1.2. Preparing and presenting finance reports to the Board;
 - 1.3. Ensuring accurate and timely filing of tax and other government payments and reports;
 - 1.4. Receiving, processing, and disbursing funds under controls which meet the Public Sector Accounting Standards (PSAS);
 - 1.5. Assessing risk maintaining insurance to protect the organization, Board and staff from loss or liability;
 - 1.6. Developing purchasing procedures which ensure value for money, open and transparent documented policy and processes with equitable access to vendors;
 - 1.7. Maintaining investments in secure instruments of AA rating or better.

2. The Board, by MOU or contract, may assign some of the aforementioned services to other parties; however, the Treasurer is ultimately responsible for ensuring their completion.

BLG.2018.7.5 Curator

The Curator is hired by and reports directly to the CEO and is responsible for the preservation of and exhibition of assets of the community museum.

BLG.2018.7.6 Reporting Relationship

The CEO/Secretary/Treasurer reports to the Board as a whole but works collaboratively with the Board and Committee Chairs to facilitate Board and Committee operations respectively. The communication between the Board and between the Board and Staff is described in the BMPL Organizational Chart (See Appendix).

Appendix: Lines of Authority

