

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

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No: GO1	Title: <i>Composition of the Library Board</i>
Type: Board Governance	Authority: Library Board
Originated: 06-11-08	Review: Annually
Amended:	Previously: Byl-2 06-11-08
Related Policies	<ul style="list-style-type: none"> • BL1: Authority to Manage a Public Library • BL2: Composition of the Library Board
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none"> • Appendix A: <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>

1. The Schreiber Public Library Board shall seek to provide a comprehensive and efficient public Library service that reflects the community's unique needs. [PLA 20a]
2. The Schreiber Public Library Board:
 - 2.1. Bears legal responsibility for Schreiber Public Library;
 - 2.2. Determines and adopts written Policies to govern the operations of the Library Board and Library;
 - 2.3. Understands the Library-related needs of the community;
 - 2.4. Determines the goals and objectives of the Library and secures adequate funds to fulfill these goals;
 - 2.5. Fixes the dates and times for regular meetings of the Library Board and the mode of calling and conducting them, and ensures that full and correct minutes are kept;
 - 2.6. Makes provision for insuring the Library Board's real and personal property;
 - 2.7. Appoints a competent and qualified Chief Executive Officer (CEO), evaluates and fixes the rate of pay of the CEO, and, if necessary, dismisses the CEO;
 - 2.8. Works with the CEO to prepare a budget adequate to carry out the Library's goals and objectives, and presents this budget to Municipal Council;
 - 2.9. Ensures that the Library is operated in accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44*;
 - 2.10. Approves and submits all reports required or requested by Municipal Council or the Government of Ontario.

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No: GO2	Title: Code of Ethics
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	•

The primary goal of a public Library Trustee is to ensure that the public has access to the highest quality of Library services possible. To this end, Schreiber Public Library Trustees should observe ethical standards with truth, integrity, and honour.

1. Loyalty and Unity

- 1.1. Act in the interests of the Library members and the community it serves, over and above other interest group involvement, membership on other Boards, or personal interests;
- 1.2. Express individual viewpoints but work harmoniously with the Library Board towards consensus as much as possible;
- 1.3. Speak with one (1) voice once a decision is reached and a resolution is passed by the Board;
- 1.4. Respect Board authority since individuals may not act on behalf of the Board unless specifically designated by the Board. This includes interaction with the public or the media;
- 1.5. Refrain from individually directing the Chief Executive Officer (CEO) or Library staff.

Additional Code of Conduct for the Library Board Chairperson:

- 1.6. Assumes no authority to make decisions outside Library Board-approved mandate;
- 1.7. Assumes no authority to speak for the Library Board on issues not yet decided.

2. Financial Accountability

- 2.1. Avoid situations where personal advantages or financial benefits may be gained, and do not use "inside information" in personal or private business;
- 2.2. Avoid using position to obtain employment for self, family, or friends;
- 2.3. Withdraw from the Board if seeking employment with the Library.

3. Professional Accountability

- 3.1. Respect the Agenda and abide by Board decisions on rules of order;
- 3.2. Attend regularly and inform appropriate persons about expected absences before Board meetings. Deal promptly as a Board with lack of interest, poor attendance, or disregard of Policy on the part of any individual Board Member;

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- 3.3. Be prepared for all Board and committee meetings and use meeting time productively;
- 3.4. Consider short- and long-term effects of decisions.

Additional Code of Conduct for the Library Board Chairperson:

- 3.5. Ensures all issues that belong to Board Governance are brought to the Library Board for consideration, and all relevant materials are available;
- 3.6. Keeps deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

4. Personal Accountability

- 4.1. Treat others in a courteous, dignified, and fair manner;
- 4.2. Encourage and respect diversity of viewpoints and skills;
- 4.3. Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national Library organizations;
- 4.4. Support Intellectual Freedom in the selection of Library materials.

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No: GO3	Title: <i>Trustee and Board Code of Conduct</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	<ul style="list-style-type: none"> • GO2: Code of Ethics • OP4: Guidelines for Proper Behaviour in the Library • OE17: Volunteerism
Associated Documents	•
Implementation Procedures	•

1. All Trustees of the Schreiber Public Library Board are expected to behave in a manner which is professional and which upholds the safety and respect of the patrons.
2. As volunteers of Schreiber Public Library, it is expected that all Trustees will behave in accordance with the:
 - 2.1. Code of Ethics Policy;
 - 2.2. Guidelines for Proper Behaviour in the Library Policy;
 - 2.3. Volunteerism Policy.
3. As one of the main purposes of the Library Board is to work in the capacity of Trustees of the community to protect the Library's assets, infractions must be dealt with in a manner which will uphold the Library's position and name within the community.
 - 3.1. Infractions should be brought to the Board Chairperson for consideration;
 - 3.2. In the event that the Chairperson is the responsible party, the Vice-Chairperson should be consulted in his/her place;
 - 3.3. A special meeting (in-camera) should be called to discuss the conditions of the incident when members of the Board, including the responsible party, are available;
 - 3.3.1. Meetings should not be called at times where the responsible party would be excluded;
 - 3.3.2. At this meeting, a discussion of the event by the concerned Board Members, response by the responsible party, and resolution of a suitable course of action should occur.
 - 3.4. After discussions, the Board will first make a determination that a course of action is necessary;
 - 3.4.1. Second, the Board will discuss appropriate action options and finally vote on the implementation of the actions;
 - 3.4.2. In this vote, the responsible party, although present, will not have a vote.
 - 3.5. No exclusion of Board Members should occur during discussions, deliberations, and/or voting, unless a Trustee deems that they themselves are in Conflict of Interest within the proceedings;
 - 3.6. Action for lesser offences may include the removal of Trustees from the Library Board by a majority vote.

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No: GO4	Title: Board Composition
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously:
Related Policies	<ul style="list-style-type: none">• BL2: Composition of the Library Board• GO6: Trustee Roles, Responsibilities, and Training
Associated Documents	<ul style="list-style-type: none">• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none">• Appendix B: Job Descriptions• Appendix B1: Lines of Authority

The Schreiber Public Library Board is an independent group responsible for the governance of Schreiber Public Library. Roles of governance and expectations are further described in the Schreiber Public Library Bylaws of the Board and Board Governance sections of this manual and in the *Public Libraries Act, R.S.O. 1990, c. P.44*.

SECTION I: Qualifications of Trustees

1. All Trustees must meet the Bylaw qualifications of Trustees.
2. Board Members shall be:
 - 2.1. A Canadian citizen and at least eighteen (18) years old;
 - 2.2. A resident of the municipality, or a resident of a municipality, local service board, or First Nations member that has a contract with the Library Board;
 - 2.3. May not be employed by the Library Board or municipality.

SECTION II: Municipal Council Appointments

1. Appointments should be made by Municipal Council no later than the inaugural meeting of the elected council.
2. An orientation should occur upon appointment following the Municipal Council elections and as new Trustees join the Library Board, in order for the incoming Trustees to be prepared for the first meeting.

SECTION III: Available Seats

1. Keeping in mind the *Public Libraries Act* minimum and maximum Trustee positions, Schreiber Public Library will work within these numbers, but aims to keep a medium-sized Board of seven (7) members.
2. This medium-sized Board shall be the standard complement:
 - 2.1. So new Board Members may attend in training capacities; and
 - 2.2. Resignations and leaves of absence may be accepted while new business occurs.

SECTION IV: Holding of Seat

1. Members of this Board will agree to sit on the Board for a term of four (4) years.
 - 1.1. Board Members may discuss their renewed appointment prior to accepting the renewal.

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2. The Municipal Council Representative Seat will be filled by appointment by Municipal Council for a duration set by Municipal Council.

SECTION V: Police Records Check (PRC)

1. All Board Members are required to have a Police Records Check (PRC), which will be paid for by the Board, on file.
2. Signing Officers, members of the Finance Committee, and the Chief Executive Officer (CEO) must submit an updated PRC every four (4) years.
3. Members of the Board are required to disclose new charges or pending charges immediately. Failure to disclose within thirty (30) days could result in removal. Action on notification of charges is at the discretion of the Board and may include removal from the Board, suspension pending removal of charges, or acknowledgment of charges with no immediate action taken.
4. The CEO shall be required to maintain records of the Trustees and their PRCs for the Board in confidence.
 - 4.1. Records will be maintained in a Board Dossier;
 - 4.2. A comprehensive record of Date of Issue will be maintained on all active Trustees, with the date of required update, should there be one;
 - 4.3. Once an updated PRC is in place, the old PRC will be shredded or returned to the Trustee;
 - 4.4. A PRC will be shredded within one (1) year of resignation from the Library Board, unless:
 - 4.4.1. The Trustee was removed by the Library Board and an investigation is in place; or
 - 4.4.2. Is involved in legal proceedings against the Library.

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No: GO5	Title: Board Recruitment
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	<ul style="list-style-type: none"> • GO4: Board Composition
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none"> •

1. Recruitment of Board Members shall be an ongoing initiative of the Schreiber Public Library Board.
 - 1.1. Any interested community members may submit a letter of interest and/or Resume for consideration at any time;
 - 1.2. At the time of active recruitment for positions, postings will be made in local newspapers, on the Schreiber Public Library website, and in notices available at the Library. Board Members are also encouraged to recruit by word of mouth;
 - 1.3. A file will be maintained by the Chief Executive Officer (CEO) of submissions and will be made available to the Library Board at regularly scheduled meetings with discussions in-camera;
 - 1.4. For an Application to be finalized by the Board, a Police Records Check (PRC) or Vulnerable Sector Check, must be submitted. All PRC must be dated within six (6) months of appointment. Successful applicants will be reimbursed for PRC.

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No: GO6	Title: <i>Trustee Roles, Responsibilities, and Training</i>
Type: Board Governance	Authority: Library Board
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Amended: 09-12-13	Previously: Byl-3 06-11-08; Byl-5 06-11-08
Related Policies	<ul style="list-style-type: none"> • GO4: Board Composition • GO7: Running of Board Meetings • OE15: Grievance
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • <i>OLBA's Cut to the Chase</i> • Trustees Training Kit
Implementation Procedures	<ul style="list-style-type: none"> • Appendix B: Job Descriptions • Appendix B1: Lines of Authority

SECTION I: Orientation of the Library Board

1. The Chief Executive Officer (CEO) shall ensure that all new Board Members, before their first Board meeting, receive an introduction to Schreiber Public Library, its facilities, staff, and services.
2. Each Board Member shall receive the current Trustees Training Kit produced by the Library Trustee Development Program. Local information shall be inserted into this kit, including:
 - 2.1. The Schreiber Public Library Policy Manual;
 - 2.2. Guidelines for the position of public Library Trustee;
 - 2.3. The Library's current budget;
 - 2.4. The names, addresses, and telephone numbers of other Board Members;
 - 2.5. A package of materials from the previous meeting (minutes, reports, etc.);
 - 2.6. The Library's current planning document;
 - 2.7. An Application for Library membership and a Library card (if not already a member);
 - 2.8. The Library's latest audited financial statement;
 - 2.9. The Ontario Library Boards' Association's (OLBA) *Cut to the Chase: Ontario Public Library Governance at a Glance*.
3. In addition to the original review of the manual, the CEO and Board Chairperson will be available to answer questions and further discuss the Bylaws, Policies, and direction of the Library following the orientation. Additionally, all new Trustees will be given a tutorial on the Leadership by Design OLBA website with ongoing training for all Trustees throughout the year.

SECTION II: Attendance at Board Meetings

1. Regular attendance of all Board Members at Board meetings is vital to the satisfactory conduct of Board business. In the event that a Board Member must be absent from any meeting, that member shall notify the Secretary of the Board prior to the day of the meeting.
2. Should a Board Member be absent for three (3) consecutive meetings, the Board shall consider the circumstances of the absence and either:

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- 2.1. Pass a resolution authorizing that person to continue as a Board Member until the next meeting; or
- 2.2. Notify Municipal Council that the seat is vacant.

SECTION III: Lines of Authority

1. The Library is organized under a Line of Authority. The communication between the Library Board and between the Library Board and staff is described in the Authority Diagram. Reporting must occur to the next level of authority.
2. Reporting of the Library Board:
 - 2.1. The Chief Executive Officer (CEO), who reports to the Library Board as a whole, communicates outside of meetings directly to the Chairperson (or Vice-Chairperson in absence);
 - 2.2. Likewise, the Trustees, outside of Board meetings, should communicate information directly to the Chairperson (or Vice-Chairperson in absence);
 - 2.3. Committees will communicate on an ongoing basis in order to complete their mandate, both inside and outside of regular Board meetings;
 - 2.4. In the event of outside communication with the Library Board, the Chairperson will conduct telephone/email information dissemination. The Chairperson may request the CEO to contact Board Members for information dissemination purposes;
 - 2.5. In the event of phone polls for motions, the Chairperson (or Vice-Chairperson in absence) will conduct all phone polls. A written brief will be submitted with:
 - 2.5.1. The script of the motion to read to all Board Members;
 - 2.5.2. The statement of "Carried" or "Rejected";
 - 2.5.3. The roll call of the vote;
 - 2.5.4. A brief statement of why the poll was required between meetings (e.g. time sensitive opportunity).
3. Reporting of Library Staff, Contractual Employees, and Consultants:
 - 3.1. The Chief Executive Officer (CEO) is responsible for the direct supervision of all staff of the Library, including fulltime, salary, term, and Fee for Service;
 - 3.2. Contractual positions hired by the Library Board report directly to the CEO;
 - 3.3. Consultants hired by the Library Board, such as audit teams or other Board consultants, report directly to the Board via the Chairperson (or Vice-Chairperson in absence). Consultants may be designated to report directly to the CEO and/or include the CEO in formal and informal reporting, dependent on the Board mandate of the hire;
 - 3.4. No Library staff member or Board Member shall supersede the Lines of Authority unless all other avenues have been exhausted.

SECTION IV: Library Board Training

1. In order to be an effective Board, Trustees must have sufficient knowledge pertaining to Board Governance, the *Public Libraries Act*, and issues that are central to the role of the public Library. Ongoing training ensures that Trustees focus on good governance, strategic directions, and Policy implications rather than on operational details, which are the responsibility of the Chief Executive Officer (CEO). This Policy

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ensures that the Trustees of the Schreiber Public Library Board have access to, and avail themselves of, training opportunities.

2. To ensure that the Library Board has a foundation of knowledge, all new Trustees will participate in an orientation with the CEO and Board Chairperson.
3. To ensure ongoing education, the Library Board will:
 - 3.1. Schedule time for Board training;
 - 3.2. Maintain a membership in the Ontario Library Association (OLA) and the Ontario Library Boards' Association (OLBA);
4. The Library Board will receive information from the CEO about training and networking offered by various organizations in Ontario.
5. The cost of any training must be approved by the Board before it is undertaken.
6. Board Members will report on their participation in training events at a duly scheduled Board meeting.
7. In the first year of its term, the Library Board will review and discuss each module of the Trustees Training Kit produced by the Library Trustee Development Program.
8. Board Members are encouraged to participate in training opportunities that include, but are not limited to:
 - 8.1. Effective governance;
 - 8.2. Planning;
 - 8.3. Advocacy;
 - 8.4. Funding development;
 - 8.5. Decision-making.

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No: GO7		Title: <i>Running of Board Meetings</i>	
Type: Board Governance		Authority: Library Board	
Originated: 06-11-08		Review: Annually	
Amended: 09-20-18		Previously: Byl-4 06-11-08; Byl-9 06-11-08; Byl-10 06-11-08; Byl-11 06-11-08	
Related Policies		<ul style="list-style-type: none"> • BL4: Meetings of the Library Board • GO8: Elected Titles within the Board 	
Associated Documents		<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • <i>Municipal Act, S.O. 2001, c. 25</i> 	
Implementation Procedures		<ul style="list-style-type: none"> • Appendix B: Job Descriptions 	

SECTION I: Library Board Meetings

1. The Chief Executive Officer (CEO) shall call the **inaugural meeting** of the Schreiber Public Library Board.
2. **Regular meetings** of the Schreiber Public Library Board shall be held on the second (2nd) Thursday of each month from January to December, unless such day shall be a legal, public or civic holiday, or rescheduled due to a lack of quorum, in which case the Board shall meet at the same hour on a date agreed upon at the preceding meeting of the Board. Regular meetings will be held in the Schreiber Public Library meeting room except in special circumstances.
3. The **annual meeting** of the Schreiber Public Library Board shall be held in January of each year. The Secretary of the Board shall preside and conduct the elections for the positions of Chairperson and Vice-Chairperson in accordance with *Robert's Rules of Order* and the *Municipal Act* of Ontario. The Chairperson shall assume the Chair for the appointment of committee members.
4. The Chairperson or any two (2) members of a Board may summon a **special meeting** of the Board by giving each Board Member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting. [PLA 16.2]
5. Quorum is established when fifty percent (50%) of the voting members are present.
6. The presence of a majority of the Board is necessary for the transaction of business at a meeting. [PLA 16.5]
7. The Chairperson or acting Chairperson of a Board may vote with the other members of the Board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative. [PLA 16.6]
8. Board meetings shall be **open to the public**, except where the Board is of the opinion that intimate financial or personnel matters may be disclosed at a meeting. [PLA 16.1.2]
9. The Board Chairperson may expel any person for improper conduct at a meeting. [PLA 16.1.3]
10. A meeting or part of a meeting may be closed to the public if the subject matter being considered is: [PLA 16.1.4]
 - 10.1. The security of the property of the Library Board;
 - 10.2. Personal matters about an identifiable individual;

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- 10.3. A proposed or pending acquisition or disposition of land by the Library Board;
 - 10.4. Labour relations or employee negotiations;
 - 10.5. Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
 - 10.6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 10.7. A matter in respect of which a Board or committee of a Board may hold a closed meeting under another governing Act.
11. When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into **in-camera session** must be moved, seconded, and approved by a majority vote. Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded, and approved by a majority vote to return to public session. A motion to confirm any motions approved during the in-camera session shall be made.
 12. It will be the responsibility of the CEO to prepare copies of reports, minutes, and Agendas prior to Board meetings. Further, the CEO will act as Secretary of the official minutes unless he/she is removed from the meeting for an in-camera session. In this case, the Chairperson may assign a note-taker to complete in-camera resolutions and minutes which will be given to the CEO for inclusion in the official in-camera minutes which will be kept on site but not made available for public viewing.
 13. Each meeting follows the standing Agenda. Certain meetings will also have a designated "Agenda Focus".

SECTION II: Order of Proceedings

1. Meetings shall be called to order as soon after the hour fixed for a meeting and a quorum is present.
2. "The presence of a majority of the Board is necessary for the transaction of business at a meeting." [PLA 16.5]
3. As the Schreiber Public Library Board is composed of seven (7) Board Members, four (4) or more members shall constitute a majority of the members of the Board. No business of the Board shall be transacted except at a meeting at which a majority of the Board is present.
4. Board Members who must attend a Board meeting via teleconferencing or videoconferencing still constitute a quorum.
5. Where a quorum is not present within thirty (30) minutes after the hour fixed for a meeting, the Secretary of the Board 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.
6. If notified by a majority of Board Members of their anticipated absence from a Board meeting, the Secretary of the Board shall notify all members of the Board that the meeting is cancelled.
7. In the absence of the Chairperson, the Vice-Chairperson shall preside.
8. The order of business for all regular meetings of the Schreiber Public Library Board shall be as follows:
 - 8.1. Call to Order;
 - 8.2. Approval of the Agenda;

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- 8.3. Declaration of any Conflict of Interest;
 - 8.4. Minutes of the Preceding Meeting;
 - 8.5. Business Arising from the Minutes;
 - 8.6. Correspondence;
 - 8.7. Treasurer's Report;
 - 8.8. Chief Executive Officer's Report;
 - 8.9. Committee Reports;
 - 8.10. Other Business;
 - 8.11. Date of the Next Meeting;
 - 8.12. Adjournment.
9. Annual Meetings will also include:
- 9.1. Receive Audit (if available);
 - 9.2. Strategic Plan and Action Plan Review;
 - 9.3. Annual Policy Review.
10. All business shall be dealt with in the order of the Agenda unless otherwise decided by the Board.

SECTION III: Conduct of Proceedings

1. It shall be the duty of the Chairperson of the Schreiber Public Library Board to:
 - 1.1. Open meetings of the Library Board by calling the Board Members to order;
 - 1.2. Announce the business before the Board in the order of which it is to be acted upon;
 - 1.3. Receive and submit, in the proper manner, all motions presented by the members of the Library Board;
 - 1.4. Put to vote all motions which are moved and seconded in the course of proceedings, and to announce the results;
 - 1.5. Decline to put to vote motions which infringe the rules of procedure;
 - 1.6. Restrain the Board Members, when engaged in debate, within the rules of order;
 - 1.7. Exclude any person from a meeting for improper conduct;
 - 1.8. Enforce the observance of order and decorum among the Board Members;
 - 1.9. Authenticate, by signing, all Bylaws, resolutions, and minutes of the Board. A copy of the minutes is forwarded to Municipal Council;
 - 1.10. Inform the Library Board, when necessary or when referred to for the purpose, in a point of order or usage;
 - 1.11. Represent and support the Library Board, declaring its will, and implicitly obeying its decisions in all things;
 - 1.12. Receive all messages and communications, and announce them to the Board;
 - 1.13. Ensure that the decisions of the Library Board are in conformity with the laws and Bylaws governing the activities of the Board;
 - 1.14. Appoint Board Members to committees.

SECTION IV: Rules of Debate

1. In directing the course of debate, the Chairperson of the Schreiber Public Library Board shall:
 - 1.1. Preserve order and decide questions of order;

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- 1.2. Designate the Board Member who has the floor when two (2) or more members wish to speak;
- 1.3. State all motions presented or require the Secretary of the Board to read the motion before permitting debate on the question;
- 1.4. Put the question to vote when all Board Members wishing to speak to it have spoken once, or when further debate will not serve to advance the business before the Board.
2. In addressing the Library Board, no Board Member shall:
 - 2.1. Reflect upon any prior determination of the Board except to conclude such remarks with a motion to rescind such determination;
 - 2.2. Interrupt the Board Member who has the floor except to raise a point of order;
 - 2.3. Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision, in explanation of a statement when may have been interpreted incorrectly, or with permission of the Board after all other Board Members so desiring have spoken.
3. Any Board Member may require the question or motion under discussion to be read at any time during the debate.
4. Every Board Member present, when a question is put, shall vote thereon, unless a member has declared a Conflict of Interest. A Board Member who refuses to vote shall be deemed to vote in the affirmative.

SECTION V: Declaring a Conflict of Interest

1. A Conflict of Interest must be declared *each* time a Board Member or the Chief Executive Officer (CEO):
 - 1.1. May be seen as being motivated by considerations other than what is in the best interests of Schreiber Public Library;
 - 1.2. Has a personal interest in a contract with Schreiber Public Library, either as an individual or as a member of another organization.
2. When a Conflict of Interest is declared, the Chairperson will ask the Board Member to withdraw from the meeting for the duration of the discussion.
3. If the conflict is with the Chairperson, then the Vice-Chairperson will proceed with the meeting. If the Vice-Chairperson is also in conflict, or unavailable, a member of the Board will be designated to continue the discussion.
4. If the Conflict of Interest is with the CEO, then the Chairperson will designate a member of the Board to submit minutes for the discussion for the official record.
5. If it is determined that a Board Member has a conflict that is undeclared, the Board will remove the person from the meeting. Refusal to leave is subject to removal from the Board.
6. If a Board Member is found to have not declared a conflict in a previous meeting, he/she is subject to removal as a Board Member.

SECTION VI: Motions

1. Making a Motion and Resolution of the Library Board:
 - 1.1. A motion must be seconded before it can be debated, put to vote, or recorded in the minutes;

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- 1.2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board;
 - 1.3. A motion properly before the Board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege;
 - 1.4. Only one (1) motion to amend the main motion shall be allowed;
 - 1.5. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the Board;
 - 1.6. A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a Board Member who voted on the question with the majority and, until the motion for reconsideration has received disposition, no further discussion of the question shall be allowed;
 - 1.7. A motion containing distant proposals may be divided with agreement of the Board.
2. Making a Motion In-Camera:
 - 2.1. When the Board has gone into an in-camera session, a motion can be made according to the above listed protocols;
 - 2.2. Only motions pertaining to:
 - 2.2.1. Business for which the in-camera session was called; or
 - 2.2.2. A motion to remove from in-camera session, thus returning to an open meeting, can be made in-camera.
 - 2.3. Minutes may be maintained in brief form for the motion carried or rejected in-camera. These will be held in a separate location from the open Library Board minutes and will not be publicly circulated.

SECTION VII: Voting on Motions

1. The Chairperson may vote with the other members of the Library Board upon all questions.
2. As the Chief Executive Officer (CEO) is not a member of the Board, the CEO does not cast a vote.
3. Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote.
4. Only committee members may move and second motions and vote in committee meetings.
5. All Board Members may participate in discussions of matters before the committee.
6. A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board.
7. Voting shall normally be by a show of hands.
8. Upon the request of a Board Member who was present when the question was stated, a recorded vote shall be taken.

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SECTION VIII: Recording of the Minutes

1. In the event that the Secretary of the Board is not present for all or a portion of a meeting, the Vice-Chairperson will assume the responsibility of recording the minutes. In the event that the Vice-Chairperson is unavailable, or the position is vacant, the Chairperson will assign a member of the Board to assume the task for the portion of the meeting or until adjournment.

SECTION IX: Chairing of a Meeting when both the Chairperson and Vice-Chairperson are Unavailable

1. Regularly Scheduled Meetings:
 - 1.1. In the event that the Chairperson is unable to attend a scheduled meeting and either the Vice-Chair position is vacant or the Vice-Chairperson is also unavailable, an election of a meeting Chairperson will be conducted immediately. The "Temporary Appointment Chair" will then be responsible for opening, convening, and adjourning the meeting. Upon adjournment, the "Temporary Appointment of Chair" will cease, and the responsibility of Chair will return to the duly elected Chairperson. This Policy may only be implemented in the case of regularly scheduled meetings;
 - 1.2. In the event that the Chairperson has declared a Conflict of Interest, he/she will turn his/her Chair to the Vice-Chairperson.
 - 1.2.1. Should the Vice-Chairperson also be in Conflict of Interest, or unavailable for the meeting, an election for a Chair for the portion of the meeting while in a Conflict of Interest will occur immediately;
 - 1.2.2. The Library Board may, by vote and resolution, allow the Chairperson or Vice-Chairperson to proceed with the Chairing of the meeting having noted the Conflict of Interest within the minutes.
2. Special Meetings of the Library Board:
 - 2.1. In the event that both the Chairperson and Vice-Chairperson are unavailable for special meetings of the Library Board:
 - 2.1.1. The Library Board will elect a Chairperson at the beginning of the meeting;
 - 2.1.2. The Chairperson may appoint a Board Member to work in his/her absence in order to properly brief the Temporary Chair for the business of running the meeting; or
 - 2.1.3. The Library Board may choose to hold the meeting over until such time as the Chairperson or Vice-Chairperson is available.

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No: GO8	Title: <i>Elected Titles within the Board</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously: Byl-6 06-11-08; Byl-7 06-11-08
Related Policies	<ul style="list-style-type: none"> • GO10: CEO Appointment and Responsibilities
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none"> • Appendix B: Job Descriptions

SECTION I: Chairperson of the Schreiber Public Library Board

1. The Chairperson of the Schreiber Public Library Board acts as an official representative of the Library and, in a leadership role to the Library Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.
2. In addition, the Chairperson is responsible for:
 - 2.1. Presiding at regular and special meetings of the Library Board in accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44* and other relevant legislation, and with the rules of procedure adopted by the Board;
 - 2.2. Serving as an ex-officio member to all Board committees;
 - 2.3. Acting as an authorized Signing Officer of all documents pertaining to Board business; i.e. approval of CEO travel expenses, CEO wage changes.
 - 2.4. Representing the Library Board, alone or with other Board Members, at public or private meetings for the purpose of conducting, promoting, or completing the business of the Board;
 - 2.5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board;
 - 2.6. Ensuring that vacancies on Board committees are filled as expeditiously as possible;
 - 2.7. Advising the Vice-Chairperson if for any reason the Chairperson is temporarily unable to perform these functions.
3. The Chairperson shall not commit the Library Board to any course of action in the absence of the specific authority of the Board.
4. The term of office for the Chairperson of the Schreiber Public Library Board shall be four (4) years. The election shall take place at the annual meeting of the Library Board.

SECTION II: Vice-Chairperson of the Schreiber Public Library Board

1. In the absence of the Chairperson, the Vice-Chairperson of the Schreiber Public Library Board acts as an official representative of the Library and, in a leadership role to the Library Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

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2. In addition, the Vice-Chairperson is responsible for:
 - 2.1. Exercising all powers and performing all duties of the Chairperson in the absence of the Chairperson;
 - 2.2. Exercising such powers and duties as may from time to time be assigned by the Board;
 - 2.3. The term of office for the Vice-Chairperson of the Schreiber Public Library Board shall be four (4) years. The election shall take place at the annual meeting of the Library Board.

SECTION III: Secretary of the Schreiber Public Library Board

1. The Secretary of the Board is usually the Chief Executive Officer (CEO), but the Board may choose to elect any Board Member or to hire a staff person to complete the tasks of Secretary.
2. The Secretary is responsible for:
 - 2.1. Attending all duly scheduled Board meetings;
 - 2.2. May be required to attend committee or other meetings for the purpose of taking minutes;
 - 2.3. Recording minutes within Board meetings;
 - 2.4. Transcription of the minutes;
 - 2.5. Preparation of packages for Board meetings, including compiling reports;
 - 2.6. Identifying entry and exit of Board Members during meetings;
 - 2.7. Communicating, on behalf of the Board, reports, resolutions, or other general correspondence; and
 - 2.8. Presenting minutes and/or resolutions in consumable formats to the public.

SECTION IV: Treasurer of the Schreiber Public Library Board

1. The Treasurer is an elected position within the Board held by either the Chief Executive Officer (CEO) or a Trustee.
2. The Treasurer is responsible for attending all duly scheduled Board meetings in order to:
 - 2.1. Present the Library's monthly Trial Balances and/or Income Statements;
 - 2.2. Answer all questions pertaining to the finances of the Board.
3. The Treasurer reports directly to the Finance Committee quarterly in order to prepare a comprehensive Quarterly Finance Report.
 - 3.1. The Quarterly Finance Report will be presented as information to the Library Board.

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No: GO9	Title: <i>Committees of the Board</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18, 13-07-18	Previously: Byl-14: 06-11-08
Related Policies	<ul style="list-style-type: none"> • GO6: Trustee Roles, Responsibilities, and Training
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none"> • Appendix B2: Committee Terms of Reference and Members

SECTION I: Establishing Committees of the Library Board

1. The Schreiber Public Library Board may use Standing or Ad Hoc Committees to further the work of the Library Board. The Board shall be responsible for establishing Terms of Reference and specific duties for each of these committees.
 - 1.1. Committees report directly to the Library Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration;
 - 1.2. Committees operate for defined periods of time and have a specific purpose which must be defined in written Terms of Reference;
 - 1.3. Ad Hoc Committees coordinate the work, do the research, and draft the documents to be reviewed and adopted by the Board as a whole;
 - 1.4. An Ad Hoc Committee that is established by the Board may include non-Board Members;
 - 1.5. Meetings of committees may be called by the Chairperson of the committee or by a majority of the members of a committee;
 - 1.6. Committees shall not supervise or direct Library staff, but may request, via the Chief Executive Officer (CEO), for staff to assist with information gathering and retrieval or in-house tasks of the Board.
2. All committees' Terms of Reference are approved with member names, mandate, and duration in the minutes.
3. At the first meeting of each committee each year, a Chairperson shall be elected from the committee members appointed.
4. The Chairperson of the Library Board shall be an ex-officio member to all committees.
5. Committees shall operate with the Terms of Reference established and approved by the Board. The Terms of Reference may be amended on a two-thirds (2/3) majority vote by the Board.

SECTION II: Establishing All Standing Committees

1. The Library Board may, at the annual meeting, appoint the following Standing Committees:
 - 1.1. Finance and Personnel;
 - 1.2. Planning and Policy;
 - 1.3. Public Relations.
2. The Schreiber Public Library Board may have Standing Committees to conduct the ongoing business of the Board.

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3. Standing Committees are those committees of the Board which are permanent and either required by law or according to the Governance document. These are not Ad Hoc Committees.
4. New Standing Committees may be added if they are deemed a permanent committee of the Board.
5. Standing Committee Terms of Reference and authorization procedures will become part of the Governance Procedures and housed within the *Committees of the Board* Policy.
6. Standing Committees may be established by resolution and must include within the Terms of Reference:
 - 6.1.Mandate;
 - 6.2.Length of member appointment;
 - 6.3.Members' names.
7. Current members, Terms of Reference, and date of renewal of membership will be recorded in the minutes and housed, for ease of access, in the Appendix.

SECTION III: Establishing All Ad Hoc Committees

1. Ad Hoc Committees are committees of the Library Board which are established to complete a project or task and have a clear end of cycle.
2. They are not Standing Committees, regardless of duration of the committee.
3. Ad Hoc Committees will be established by resolution and must include within the Terms of Reference:
 - 3.1.Mandate;
 - 3.2.Length of committee or appointment;
 - 3.3.Members' names.
4. Current Terms of Reference and active committees will be recorded in the Appendix and within the minutes of the Board.

SECTION IV: Terms of Reference for the Executive Committee [Standing]

1. The committee shall be comprised of the Chief Executive Officer (CEO), Board Chairperson, and Vice-Chairperson. If there are three (3) Board Members who are Signing Officers, a third (3rd) member of this group may be added to the Executive Committee.
2. The committee will be responsible for meeting, as needed, to prepare information for the Library Board.
3. The committee is available to the CEO, as needed, to discuss issues between Board meetings which are time sensitive, but not relevant enough to call a special meeting of the Board.
4. The committee may be called to meet by the CEO.
5. The Executive Committee may not make decisions on behalf of the Board.
 - 5.1.Should a recommendation be made, this will be heard at the next duly scheduled Board meeting;
 - 5.2.Should action be deemed immediately necessary, the Executive Committee will either:
 - 5.2.1.Call a special meeting of the Board; or
 - 5.2.2.Make notice by telephone/email poll.

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6. All activity will be reported to the Board at the next duly scheduled meeting.

SECTION V: Terms of Reference for the Finance Committee [Standing]

1. The committee shall be comprised of the Chief Executive Officer (CEO) and all Signing Officers. Should no Signing Officers be members of the Board, the CEO, with the Chairperson and Vice-Chairperson, will comprise the committee.
2. The committee will be responsible for meeting quarterly to review the financial state of the Library and deliver a report to that end.
3. The committee is also responsible for reviewing all budgetary changes and proposal contracts/MOUs.
4. The Finance Committee should preview the annual proposed budget to expedite the review process by the Board at a duly scheduled meeting.

SECTION VI: Terms of Reference for the CEO Evaluation and Hiring Committee [Standing]

1. The committee will consist of the Board Chairperson, Vice-Chairperson, and additional Trustee.
2. The CEO Evaluation and Hiring Committee will have two (2) responsibilities:
 - 2.1. The committee will conduct an annual evaluation of the CEO, make determinations, and present a final evaluation as information to the Board at a duly scheduled Board meeting. The committee will have the final authority pertaining to the evaluation;
 - 2.2. The second role of the committee is to oversee the hiring of the CEO. All members of the Library Board are encouraged to be present at committee meetings when short listing and interviewing CEO candidates. The CEO will act as a resource for the committee. A recommendation for hire will be made at a duly or special meeting of the Board. A resolution from the Board is required to hire a CEO.
3. Should the CEO request it, the committee may act as members of the hiring panel for Library staff screening and interviews. This is not required and is by the request of the CEO when sufficient staff are not available to form a hiring panel.
 - 3.1. When requested, the Trustees will cease to act as a Trustee and act as a panel;
 - 3.2. The CEO is the Chairperson of the panel and has a vote and may voice additional consideration and concerns as the primary managerial and supervisory body to Library staff;
 - 3.3. Roles may include screening and interviewing applicants and/or making an offer of hire to the best candidate;
 - 3.4. The CEO maintains the final authority over Library staff hires;
 - 3.5. If a Trustee participates in a hiring panel, then he/she will be compensated in accordance with the committee remuneration statements.

Section VII: Board Representatives

1. The Board shall appoint members to represent the Schreiber Public Library Board on other committees, i.e. Schreiber Archives and Historical Society.

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No: GO10		Title: CEO Appointment and Responsibilities	
Type: Board Governance		Authority: Library Board	
Originated: 12-12-12		Review: Annually	
Amended:		Previously: Byl-8: 06-11-08	
Related Policies		<ul style="list-style-type: none"> • GO8: Elected Titles within the Board • GO16: Donations 	
Associated Documents		<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • Performance Evaluations 	
Implementation Procedures		<ul style="list-style-type: none"> • Appendix B: Job Descriptions • Appendix B1: Lines of Authority • Appendix B3: OLBA's <i>Cut to the Chase</i> 	

1. Appointment of the Chief Executive Officer (CEO):
 - 1.1. The Schreiber Public Library Board, through resolution, shall interview and make offer of hire to a CEO;
 - 1.2. The Board shall appoint the CEO as an Officer of the Board.
2. Board Responsibilities to the Chief Executive Officer (CEO):
 - 2.1. As an Officer of the Schreiber Public Library Board, the CEO reports to and is evaluated by the Board;
 - 2.2. The CEO is responsible for all managerial aspects of the Library. The Board does not oversee or interfere with the activities of the CEO. These include:
 - 2.2.1. Day-to-day operations and decisions;
 - 2.2.2. Employee hire, discipline, and evaluation;
 - 2.2.3. Approval of time cards;
 - 2.2.4. Expensing within the Board-approved budget;
 - 2.2.5. Establishing procedures, plans, and programs;
 - 2.2.6. Collection Development, creating Collection Plans, and collection purchases;
 - 2.2.7. Accepting donations, gifts, and in-kind;
 - 2.2.8. Marketing, promoting, and branding of programs and services.
 - 2.3. The Board shall establish a job description, hours of work, salary, and benefits for the position.
 - 2.3.1. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the CEO;
 - 2.3.2. This job description will be reviewed for amendments, updates, and changes no less than every four (4) years.
 - 2.4. The Board shall conduct an annual evaluation of the performance of the CEO to aid in setting objectives for the next year;
 - 2.5. The Board shall make notice of offer to renew or not renew the contract no later than six (6) months prior to the end of the current contract.
3. Chief Executive Officer (CEO) Responsibilities:
 - 3.1. The CEO shall normally serve as Secretary of the Library Board;
 - 3.2. The CEO shall normally serve as Treasurer of the Library Board;
 - 3.3. The CEO shall be responsible for the financial bookkeeping, unless the Board appoints or contracts another agent;

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3.4. Upon receiving a notice by the Library Board to renew, the CEO shall respond in writing within one (1) month of intent to renew.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: GO11	Title: Policy Development, Amendment, and Review
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously:
Related Policies	•
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • SPL Staff Manual
Implementation Procedures	•

Preamble

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44, s. 3.3*, Schreiber Public Library is under the control of the Schreiber Public Library Board. The Library Board has the sole authority and responsibility for establishing Policy. This Policy directs the Library Board to develop and monitor Policies and Plans.

Policies set the framework for governance and operations of the Library, and provide direction to Board and staff. Policies are the tool for achieving the Library's purpose and advancing its Mission. Trustees and staff are responsible for knowing, understanding, and complying with the Policies of Schreiber Public Library.

Under the *Public Libraries Act, RSO 1990, chapter P.44 Section 20(a)*, "a board shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs", the Schreiber Public Library Board shall make certain that an effective planning process is in place for the library. The planning process will help to ensure that:

- a) the library needs of the community are met
- b) the library is able to respond to changing needs and trends in the community
- c) community input is received during the planning process
- d) key decision makers in the community make a long-term commitment to library services
- e) there is continuity of services regardless of personnel changes in board or staff
- f) library funds are spent in a deliberate and responsible manner
- g) services available elsewhere in the community are not unnecessarily duplicated

To this end the board shall regularly review and assess:

- a) client needs in the community served by the board
- b) the services of the library in the light of assessed client needs
- c) the board's mission statement goals and objectives
- d) current board policy in relation to the library's mission statement, goals and objectives
- e) current strategic plan

Procedures, plans, programs, and appendices are not subject to Board approval, as the development of such documents fall to the Chief Executive Officer (CEO).

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SECTION I: Types of Policies

1. The Library Board develops and maintains Policies in four (4) areas:
 - 1.1. Foundational Documents, which record the Board's decisions on Mission and Commitment Statements;
 - 1.2. Bylaws of the Board, which establish the organizational structure of the Board and how it does business according to the *Public Libraries Act*;
 - 1.3. Board Governance Policies, which define the responsibilities and regulate the work of the Library Board;
 - 1.4. Operational Policies, which regulate the services and day-to-day operations of Schreiber Public Library. Within Operational Policies are all:
 - 1.4.1. Operations Policies;
 - 1.4.2. Employment Policies;
 - 1.4.3. Health and Safety Policies;
 - 1.4.4. Collection Policies; and
 - 1.4.5. Patron Services Policies.

SECTION II: Responsibilities

1. The Library Board will:
 - 1.1. Establish a schedule to review existing Policies and will integrate this schedule into the Board Agendas;
 - 1.2. Ensure that Policies comply with the *Public Libraries Act*, any applicable Bylaws, and legislation.

SECTION III: Policy Approval

1. The creation of new Policies may occur at any time throughout the year.
2. New Policies can only be created at a duly scheduled Board meeting where a quorum is present.
3. In the event that a new Policy is created during the business of a Board meeting, a motion and resolution will be passed according to the current Policies.
 - 3.1. This new resolution becomes Policy;
 - 3.2. To change or amend current Policies, the Board must follow the Policy Amendment section of this Policy.

SECTION IV: Policy Amendment

1. In the event that Policy amendments are required:
 - 1.1. A motion to amend or remove a Policy of the Schreiber Public Library Board shall require a majority vote of at least two-thirds (2/3) of the Trustees in order to be carried;
 - 1.2. Notice shall have been given at the previous meeting of the Board;
 - 1.3. Said notice should be recorded in the minutes of the previous meeting and be listed on the Agenda of the meeting to which the amendment will occur.

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SECTION V: Policy Review

1. The Schreiber Public Library Policy Manual will be reviewed annually by the Chief Executive Officer (CEO) and Library Board, with approval and reauthorization occurring at the annual planning meeting.
2. Library staff will review the relevant sections in orientation annually and make recommendations for revisions on a four (4) year cycle.
3. The Board will be responsible to annually review the following:
 - 3.1. All Policies identified as annual or within the annual cycle;
 - 3.2. Bylaws of the Board and Board Governance Policies;
 - 3.3. New legislation affecting Employment and/or Health and Safety Policies;
 - 3.4. Salary schedules;
 - 3.5. Strategic Plan;
 - 3.6. Action Plan;
 - 3.7. Other documents of relevance to the Board's fiduciary responsibilities:
 - 3.7.1. Wording of contract template for Library staff;
 - 3.7.2. Fire Route;
 - 3.7.3. Emergency Evacuation Plan.
 - 3.8. Storage of materials protocols and physical conditions.

SECTION VI: Policy Distribution

1. All Policies should be documented in a standard format, numbered according to Policy Type, and include Date of Approval and Date of Next Review.
2. The Library Board will:
 - 2.1. Include approved Policies in the Schreiber Public Library Policy Manual;
 - 2.2. Include a complete copy of Schreiber Public Library's Policies in the Schreiber Public Library Staff Manual, to be located at the Circulation Desk;
 - 2.3. Post a complete copy of Schreiber Public Library's Policies within one (1) month of approval on the Schreiber Public Library website;
 - 2.4. Ensure that all Board Members and Library staff have access to the Policy Manual.

SECTION VII: Considerations

1. The development of a new Policy or the revision of an existing Policy can come from several sources:
 - 1.1. The Chief Executive Officer (CEO);
 - 1.2. Board Trustees;
 - 1.3. Municipal Council;
 - 1.4. External governments;
 - 1.5. A member of the public.

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No: GO12	Title: <i>Financial Oversight</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-12-13	Previously: Byl-15 06-11-08; Byl-16 06-11-08; Byl-18 06-11-08; Byl-17 06-11-08; Bylaw 32-2002, Policy Statement F-2002-7; Bylaw 32-2002, Policy Statement F-2002-8; Bylaw 32-2002, Policy Statement F-2002-15 (Adapted from the Municipality)
Related Policies	<ul style="list-style-type: none"> • BL3: Powers and Responsibilities of the Library Board • GO6: Trustee Roles, Responsibilities, and Training • GO8: Elected Titles within the Board • GO16: Donations • OP10: Cash On Site • OE18: Payment of Expenses • OPS1: Accessibility
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • Township of Schreiber Policy Statement F-2002-7 • Township of Schreiber Policy Statement F-2002-8 • Township of Schreiber Policy Statement F-2002-15 • Township of Schreiber Policy Statement F-2018-1
Implementation Procedures	<ul style="list-style-type: none"> • Appendix B: Job Descriptions • Appendix B2: Committee Terms of Reference and Members

The Schreiber Public Library Board is accountable to the community for Schreiber Public Library's financial affairs. The Library Board must ensure adequate controls are in place to manage finances and see that the Library has adequate resources to deliver services and fulfill its Mission. This Policy sets out the Board's financial practices.

SECTION I: Accountability

1. Financial Year:
 - 1.1. The Financial Year of the Schreiber Public Library Board shall terminate on the thirty-first (31st) day of December of each year.
2. Bank Accounts:
 - 2.1. In accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44* s. 15.4b, the Treasurer will open an account or accounts in the name of the Library Board in a Chartered Bank, Trust Company, or Credit Union approved by the Board;
 - 2.2. The Board may from time to time determine the bank by resolution.
3. Signing Officers:

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- 3.1. The Library Board shall appoint at least two (2) Signing Officers of the Board;
- 3.2. All cheques or other orders for the payment of money in the name of the Schreiber Public Library Board shall be signed by any two (2) Signing Officers;
- 3.3. All Signing Officers of the Board will pass a Police Records Check (PRC).
Re-submission of current PRCs will be required for Signing Officers every four (4) years;
 - 3.3.1. The Chief Executive Officer (CEO) shall be required to maintain records of the Signing Officers and their PRCs for the Board in confidence.
4. Budget:
 - 4.1. In accordance with the *Public Libraries Act*, s. 24.1, the Library Board shall submit to Municipal Council, annually on or before the date and in the form specified by Municipal Council, estimates of all sums required during the year;
 - 4.2. The Board prepares, for Municipal Council approval, annual estimates of a long-term capital budget which supports the Library's approved long-term goals;
 - 4.3. The Board will provide sufficient information to support the estimates.

SECTION II: Financial Monitoring

1. The Library 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. The accounts of the Board shall be audited by auditors appointed by the municipality at the conclusion of each financial year, and at such other times as the Board shall direct.
3. The Secretary of the Board shall receive annual copies of the Library's audited financial statement from the municipality, distribute a copy to each Board Member and the Chief Executive Officer (CEO), and file two (2) copies with the Library's official records.

SECTION III: Reimbursement of Expenses

1. The Schreiber Public Library Board shall, upon submission of receipts, reimburse its Board Members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the Library Board. (See OE18)

SECTION IV: Financial Responsibilities of the Chief Executive Officer (CEO)

1. The CEO will submit a copy of the audited financial statement to the Ministry of Tourism, Culture, and Sport if required to complete the Annual Survey of Public Libraries.
2. The CEO is authorized to operate the Library within the approved budget.
3. The CEO may apply for any grants deemed appropriate for the operations of the Library by the CEO.
4. The CEO may accept donations of cash, in-kind, or materials to support the operations of the Library. (See GO16)
5. The CEO shall maintain cash on site according to the Policy. (See OP10)

SECTION V: Purchasing

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1. The purpose of this Policy is to ensure that all expenditures are made in a consistent manner, allowing for appropriate Library Board and Chief Executive Officer (CEO) approval and appropriate audit checks. The Schreiber Public Board will adopt the Township of Schreiber Policy Statement F-2018-1
2. This Policy does not apply to contractual purchases made under a tender process.
3. PURCHASES UP TO ONE HUNDRED DOLLARS (\$100.00):
 - 3.1. All purchases up to one hundred dollars (\$100.00) do not require a purchase order unless requested by the vendor;
 - 3.2. All regular employees are authorized to commit up to one hundred dollars (\$100.00) at local businesses. All charge slips must have the signature of the employee as well as his/her employee number and the reason for the purchase.
4. PURCHASES OVER ONE HUNDRED DOLLARS (\$100.00):
 - 4.1. Purchases one hundred dollars (\$100.00) do not require a purchase order signed by the CEO.
5. PURCHASES UP TO \$999.00 (excluding HST):
 - 5.1. Purchases must be within Board approval..
 - 5.2 No purchase orders are required.
6. PURCHASES \$1,000.00 to \$2499.99 (excluding HST)
 - 6.1 Must be approved by the CEO
 - 6.2 Formal quotes may be required at the discretion of the Board.
 - 6.3 Requirement for purchase orders are at the discretion of the Department Head.
7. PURCHASES \$2,500.00 to \$9,99.99 (excluding HST)
 - 7.1. Requires a minimum of 3 written quotes
 - 7.2. Requires justification in writing to award in those cases where less than three (3) written quotes are received.
 - 7.3. Requires an individual purchase order authorized by the CEO.
8. Purchases \$10,000.00 to \$24,999.99 (excluding HST)
 - 8.1. May use the purchasing option of Tender Requests or Request for Proposal
 - 8.2. Requires a minimum of 3 written quotes
 - 8.3. Requires written details of exactly what the bidders are to bid on and contains the criteria to be used for the evaluation of the quotes.
 - 8.4. May be advertised as necessary.
 - 8.5. Requires justification in writing to award in those cases where less than three (3) written quotes are received.
 - 8.6. Requires approval by the Board and Council resolution.
 - 8.7. Purchase order with quotes and resolutions required prior to purchase.
9. CHARGE SLIPS:
 - 9.1. Must have the signature of the Library employee, and reason for purchase (e.g. account code or work area if purchasing materials)..
10. PURCHASE ORDERS:
 - 10.1 Must include the vendor name, description of goods and services purchased, unit cost, total costs, applicable freight charges, account code(s), and appropriate signatures. Purchase orders and quotes when required by this Policy must be forwarded to Accounting immediately after the purchase commitment is made.
11. LOCAL SHOPPING:

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- 11.1. When prices obtained from local vendors are compared to out-of-town vendors, purchases may be made from the local vendor provided that the price is within ten percent (10%) of the price received from the out-of-town vendor.

SECTION VI: Tenders

1. The purpose of this Policy is to ensure that all expenditures are made in a consistent manner, allowing for appropriate Library Board and Chief Executive Officer (CEO) approval and appropriate audit checks.
2. This Policy applies to contractual purchases for capital projects and repairs, seasonal purchases, including heating fuel, and long-term lease agreements.
3. This Policy also applies to the sale of Library equipment.
4. GENERAL:
 - 4.1. Schreiber Public Library's Purchasing Policy requires that all purchases over twenty thousand dollars (\$20,000.00) shall be tendered in accordance with this Policy. The Library Board may also direct that purchases over five thousand dollars (\$5,000.00) be tendered;
 - 4.2. All Tenders shall be received in sealed envelopes, marked as to contents, and opened in public at the pre-determined time. At least two (2) Board Members shall attend all tender openings, and a complete record of the tender opening shall be kept;
 - 4.3. After a tender opening, a copy of the record of opening and copies of tenders received shall be forwarded to the Library Board for review, prior to presentation at a Board meeting. The Library Board will decide by resolution which tender to accept;
 - 4.4. All advertising and/or invitations to tender shall include the words "The lowest (highest) tender may not necessarily be accepted".
5. INVITATION TO TENDER:
 - 5.1. Suppliers and contractors may be invited to tender where appropriate. When inviting tenders, no less than three (3) suppliers shall be invited to tender. When invitations to tender are used, advertising in newspapers is not required.
6. ADVERTISING TENDERS:
 - 6.1. The CEO may advertise in local newspapers for smaller purchases or projects. For example, advertising in local newspapers is sufficient for capital projects from five thousand to twenty thousand dollars (\$5,000.00-\$20,000.00) for goods and services where local suppliers or contractors exist;
 - 6.2. Tenders for projects with a projected cost over twenty thousand dollars (\$20,000.00) must be advertised in the Thunder Bay newspaper and may also be advertised in the local newspaper.

SECTION VII: Disposal of Assets

1. The purpose of this Policy is to ensure that the disposal of assets is done in a consistent manner, allowing for appropriate Library Board and Chief Executive Officer (CEO) approval and appropriate audit checks.
2. This Policy applies to any asset with a replacement cost exceeding five hundred dollars (\$500.00). Without limiting the generality of the foregoing, "asset" includes equipment, furnishings, and fixtures. It does not include real property.

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3. The CEO shall provide a report to the Library Board with the following information:
 - 3.1. Reason for disposal;
 - 3.2. Original equipment purchase price, age, condition, current value, or trade-in estimate;
 - 3.3. If being replaced, description of new equipment, price, and reason for replacement;
 - 3.4. Management recommendation re: method of advertising asset for sale, possible interested parties, asking price, and minimum tender amount.
4. The Library Board shall consider the report and make a decision by way of Library Board resolution. The Library Board may decide to offer any item for sale by tender (advertised or invited).

SECTION VIII: Procurement Accessibility Statement

1. Schreiber Public Library is committed to making services and the Library environment accessible to persons with disabilities.
2. The Library shall incorporate accessibility criteria into purchasing specifications when procuring or acquiring goods, services, or facilities.
3. The Library will document when it is not practicable to include accessibility criteria and make those reasons available upon request.
4. When purchasing new items for the collection, some questions to ask may include:
 - 4.1. Is the print material available in alternative formats?
 - 4.2. Is the digital material in an accessible, conversion ready format?
 - 4.3. Are there restrictions with respect to copyright and conversion to a digital format?
 - 4.4. Are video and multimedia properties captioned or video described?
 - 4.5. Are all graphics described?
 - 4.6. Is the technology being purchased accessible? (Applies to photocopiers, telephones, e-readers, etc.)

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: GO13	Title: Board Advocacy
Type: Board Governance	Authority: Library Board
Originated: 11-07-09	Review: Annually
Amended:	Previously: 01-05 11-07-09
Related Policies	•
Associated Documents	• <i>Ontario Public Library Guidelines, 6th Edition</i>
Implementation Procedures	•

SECTION I: The Library Board's Role in Advocacy

1. The Schreiber Public Library Board shall seek to ensure that:
 - 1.1. The community is aware of the importance of the Library;
 - 1.2. Municipal Council and the administration fully understand the important role played by the Library in the community;
 - 1.3. Provincial and federal legislators respond to the needs of the public Library community.

SECTION II: Advocacy Targets

1. Community:
 - 1.1. The Library Board shall endeavour to build and maintain good relationships with its clients and with community organizations that use public Library services in order to ensure their continued support.
2. Municipal Council:
 - 2.1. The Library Board shall endeavour to represent the community's needs for public Library services to Municipal Council on a continuous and consistent basis.

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No: GO14	Title: Board Evaluation and Planning
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously: Plan-3 05-29-08
Related Policies	<ul style="list-style-type: none"> • FS1: Mission Statement • FS2: Commitment Statement
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i> • <i>Ontario Public Library Guidelines, 6th Edition</i> • SPL Strategic Plan • SPL Work Plan • SPL Action Plan • SPL Succession Manual
Implementation Procedures	<ul style="list-style-type: none"> •

SECTION I: Board Evaluation

1. The Schreiber Public Library Board will 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. This Policy ensures that the Library Board assesses its effectiveness.
2. The Library Board will evaluate its effectiveness on a bi-annual basis:
 - 2.1. Assessing as a Board as a whole; and
 - 2.2. Via self-assessment.
3. The Chairperson of the Library Board is responsible for managing the process of the evaluation.
4. The evaluation will be done by establishing a bi-annual Schreiber Public Library "Work Plan" and subsequently judging performance in the areas of:
 - 4.1. Policy Development;
 - 4.2. Planning;
 - 4.3. Advocacy;
 - 4.4. Relationship with the Chief Executive Officer (CEO);
 - 4.5. Finance; and
 - 4.6. Library Board Conduct and Practice.
5. Brief assessments of meetings will occur at the end of all duly scheduled Board meetings and may include an evaluation of individual Board Members and productiveness of the meeting.

SECTION II: Planning

1. In order to fulfill its mandate under the *Public Libraries Act, R.S.O. 1990, c. P.44 s. 20a*, "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", the Schreiber Public Library Board shall make certain that an effective planning process is in place for the Library.
2. The planning process will help to ensure that:

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- 2.1. The Library needs of the community are met;
- 2.2. The Library is able to respond to changing needs and trends in the community;
- 2.3. Community input is received during the planning process;
- 2.4. Key decision-makers in the community make a long-term commitment to Library services;
- 2.5. There is continuity of services regardless of personnel changes in Library Board or staff;
- 2.6. Library funds are spent in a deliberate and responsible manner;
- 2.7. Services available elsewhere in the community are not unnecessarily duplicated.
3. To this end, the Library Board shall:
 - 3.1. In the second (2nd) year of its four (4) year term, develop a formal planning document that includes the Mission and Commitment Statements, and priorities;
 - 3.2. Regularly review and assess:
 - 3.2.1. Client needs in the community served by the Library Board;
 - 3.2.2. The services of the Library in the light of assessed client needs;
 - 3.2.3. The Library Board's Mission Statement, goals, and objectives;
 - 3.2.4. Current Library Board Policy in relation to the Library's Mission Statement and goals and objectives;
 - 3.2.5. Current Library Board planning documents.
 - 3.3. Report to the community on the Library's progress in fulfilling its plans by means of:
 - 3.3.1. Distribution of an annual report;
 - 3.3.2. Presentations to Municipal Council, service groups, and community organizations.
4. Reviewing and assessing the Library's current environment will be addressed through a situational analysis which may include:
 - 4.1. Community Analysis:
 - 4.1.1. A range of community-related information with possible implications for Library services, including demographic data, Municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four (4) years, and the results used in the planning of Library services.
 - 4.2. Consultation with Users:
 - 4.2.1. Library users are consulted regularly concerning Library services (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, a suggestion box, website, etc.).

SECTION III: Succession and Continuity Planning

1. An effective Library Board is comprised collectively of people who have the knowledge, skills, and background necessary to govern with excellence and to lead the Library in the realization of its vision. This Policy sets out the requirements for recruiting Board Members and planning for Library Board succession.
2. The Schreiber Public Library Board recognizes that the *Public Libraries Act, R.S.O. 1990, c. P.44, s. 10.4* requires that Municipal Council appoint Library Board Members. To support the appointment process, the Library Board will collaborate with Municipal Council on a preliminary selection process.

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3. The Schreiber Public Library Board will develop a Trustee Succession Document to use in the open seats as well as in the Municipal Council appointment recommendation process. The Board will advertise for the Trustee position.
 - 3.1. The Library Board sees the Vice-Chairperson role as a continuity practice. The Vice-Chairperson role ensures that the business of the Board shall be conducted should the Chairperson need to step down or is incapacitated. The Vice-Chairperson is also available in the event of Conflict of Interest.
4. The Library Board will:
 - 4.1. Begin the search for potential successors six (6) months prior to the end of the current term;
 - 4.2. Undertake a review of the Board's effectiveness in governing and accomplishing the Strategic Plan;
 - 4.3. Solicit input from the Chief Executive Officer (CEO);
 - 4.4. Match the Board's needs with the expertise and interests of the current Board Members and identify the gaps that will need to be filled;
 - 4.5. Identify leadership characteristics desired;
 - 4.6. Identify key challenges for the incoming Library Board;
 - 4.7. Establish the selection criteria for the appointment of Board Members;
 - 4.8. Identify suitable candidates and solicit their willingness to serve;
 - 4.9. Inform the potential candidates of the imminent appointment process;
 - 4.10. Provide Municipal Council with a list of recommended candidates.
5. Potential candidates will be provided with briefing materials and information about Library governance and services, which may include:
 - 5.1. Information on the Library's Mission and Commitment Statements;
 - 5.2. Information on the role, structure, code of conduct, and function of the Library Board;
 - 5.3. An introduction to the *Public Libraries Act*;
 - 5.4. An introduction to the Bylaws of the Board and Board Governance Policies;
 - 5.5. A tour of the Library;
 - 5.6. A copy of the current planning document;
 - 5.7. Application for membership.

SECTION IV: Strategic Planning

1. Benefits of Strategic Planning:
 - 1.1. The Schreiber Public Library Board and Library staff, in conjunction with their community, understand what the Library aims to achieve;
 - 1.2. The Library Board meets fiduciary responsibilities and is accountable to Municipal Council and other funders in setting priorities for the expenditure of funds allocated for Library services;
 - 1.3. Continuity of services, regardless of changes in personnel, be it among Municipal Council members, Library Board Members, or Library staff, is maintained;
 - 1.4. Community needs are assessed regularly, and the Library Board and staff respond to those needs without unnecessary duplication of services available elsewhere in the community;
 - 1.5. Schreiber Public Library can respond to changing needs and trends in the community;

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- 1.6. Key decision-makers can make a long-term commitment to Library services in Schreiber.
2. Public Consultation:
 - 2.1. To maintain awareness of community needs and expectations, the public will be consulted on a regular basis in conjunction with the ongoing Strategic Planning Process. Community consultation methods may include any or all of the following: telephone surveys, community questionnaires, patron response forms, patron surveys, community leader interviews, focus group interviews, and public forums.
3. The Strategic Planning Process:
 - 3.1. Schreiber Public Library's Strategic Plan will be developed in consultation with the Library Board, Library staff, and general public on a 10-year cycle or whatever life cycle is deemed appropriate. The Plan will have an Action Plan which will use the strategic direction of the document to identify direction for a four (4) year process. The Plan will be developed in the second (2nd) year of Municipal Council's four (4) year term, or as deemed appropriate.
 - 3.2. The Plan will contain the Library's Mission Statement and Commitment Statement. Strategic directions, objectives, actions, and timelines will be formulated in consideration of demographic and other trends, First Nations, provincial, and national Library community priorities, and Ministry's Libraries branches guidelines.
 - 3.3. Each year, the Chief Executive Officer (CEO) will formulate objectives based on the Strategic Plan and Action Plan. Achievement of these objectives will be monitored and evaluated by the CEO Evaluation and Hiring Committee.
 - 3.4. In addition, the Library Board will formulate its annual objectives to reflect the ongoing monitoring, achievement, and renewal of the Plan.
 - 3.5. In the final year of each planning cycle, the Library Board and CEO will initiate the development of new priorities, strategic directions, and actions. This will form the basis for a renewed Plan to be approved by the Board prior to the end of the life cycle of the previous Plan.
 - 3.6. In the event that Municipal Council produces a new Community Plan or major shifts in community priority occur within the cycle of the Strategic Plan or Action Plan, the Library Board may wish to review and update their plans, or develop a new Strategic Plan.
4. Promotion of the Strategic Plan:
 - 4.1. The Library's Strategic Plan is a powerful tool for Advocacy. The Library Board shall seek all opportunities to communicate the process and relevant content of its Strategic Plan. These opportunities include presentations to Municipal Council, service groups, schools, and other community organizations. The Strategic Plan is a public document and should be readily available to the community via the Library's website, on site, and introduced or summarized within the Library's newsletter.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: GO15	Title: Leave of Absence and Bereavement
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously:
Related Policies	<ul style="list-style-type: none"> • GO4: Board Composition • GO6: Trustee Roles, Responsibilities, and Training • GO7: Running of Board Meetings
Associated Documents	<ul style="list-style-type: none"> • <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
Implementation Procedures	<ul style="list-style-type: none"> •

1. Leave of Absence by Trustees:
 - 1.1.A Leave of Absence may be accepted by the Schreiber Public Library Board on personal grounds or for Compassionate Care;
 - 1.2.The Board will accept a request for a Leave for six (6) months.
 - 1.2.1.In the fifth (5th) month, the Trustee on Leave will be notified by the Board Chairperson to determine if they are choosing to return to the Board, in need of additional time, or resigning as a Trustee;
 - 1.2.2.Should the person choose to resign, the succession process will begin immediately with filling of the position in the sixth (6th) or seventh (7th) month.
 - 1.2.3.Up to an additional six (6) month Leave may be entertained by the Board, but no longer.
 - 1.2.4.Trustees may receive multiple Leaves of Absence totaling more than one (1) year, providing Leaves do not surpass one (1) year at a time.
 - 1.2.5.Council may appoint a new trustee only for the interim of the leave of absence.
 - 1.3.At no time may the Board Composition of Trustees actively participating in the Board go below the *Public Libraries Act* stated five (5) members. Trustee Emeritus and Trustees on Leave do not count in minimum composition of the Board. (See GO4 and GO6)
2. Bereavement Considerations by the Library Board:
 - 2.1.The Schreiber Public Library Board will demonstrate support of Library staff's and Trustees' immediate family loss by sending flowers or donations in the name of the Board, either to the designated funeral home or to the staff member/Trustee directly.
 - 2.1.1.Trustees in this case include those currently holding a seat, on Leave, or former Trustees.
 - 2.2.The cost of flower arrangements/donations should not exceed one hundred dollars (\$100.00).
 - 2.3.The Board may choose to send a card of compassion for extended family.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: GO16	Title: <i>Donations</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	<ul style="list-style-type: none"> • GO10: CEO Appointment and Responsibilities • GO12: Financial Oversight • OP10: Cash On Site
Associated Documents	<ul style="list-style-type: none"> •
Implementation Procedures	<ul style="list-style-type: none"> • Appendix C: Donor Documentation

SECTION I: Ethics of Donations and Support

1. As a non-profit organization, Schreiber Public Library requires the support of individuals, businesses, organizations, and governments. As such, the Chief Executive Officer (CEO) of Schreiber Public Library will be responsible for:
 - 1.1. Identifying grant opportunities and applying on behalf of the Library;
 - 1.2. Accepting monetary donations as well as those of materials and in-kind;
 - 1.3. Accepting and assisting community members in “planned giving” and bequeaths;
 - 1.4. Working with interested partners and sponsors to support the initiatives of the Library.
2. The Library recognizes philanthropic gifts which support the initiatives of the Library. As such, the Library welcomes and is thankful for monetary and material donations of all size and worth.
3. Communication and recognition of donations are donor-centered. Individuals, businesses, and organizations may make donations publicly or anonymously.
 - 3.1. Anonymous donations are still recorded for auditing purposes but will not receive a public thanks;
 - 3.2. Public donations will be recognized in accordance with the size of the donation. This may include a letter, certificate, plaque, permanent display, or listing in public documents, such as the Library’s website or newsletters.
4. Donors can expect to:
 - 4.1. Receive prompt acknowledgement of the gifts they make, either in person or by written acknowledgement;
 - 4.2. Have monetary donations used in the manners they request; or, if no request has been made, according to the best needs of the Library and the patrons;
 - 4.3. In the case of large or ongoing donations, receive meaningful and measurable information on the use of their gifts and the impact within the Library and community.
5. The Library will use any monetary or material donations in accordance with any conditions, limitations, or requests of said donation. Conditions, limitations, or requests must be reasonable and meet the Library’s Mission and goals in order to be

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- accepted. In these cases, a Donations Form shall be completed by the donor and CEO. Larger donations may include an MOU between the Library Board and donor.
6. The Library does not accept donations, partners, or sponsors as trade for any promises of ownership, control, or collection management.
 7. The Library, by way of the CEO, will enter into agreements and accept donations which are legal and meet all auditing standards.
 8. The Library may reject donations or requests for partnerships or sponsorships.
 9. The Library may defer acceptance of donations to the municipality for the purpose of offering charitable receipts.

SECTION II: Donations

1. For safe practices, the Circulation Desk may not accept cash donations over five hundred dollars (\$500.00).
 - 1.1. Cash donations at the Circulation Desk in excess of fifty dollars (\$50.00) must be accompanied by the individual's name and contact information;
 - 1.2. The Circulation Desk is able to give cash receipts for any donation;
 - 1.3. A tax receipt for donations may be issued upon request.
2. The Chief Executive Officer (CEO) may accept cash donations below ten thousand dollars (\$10,000.00).
 - 2.1. Donations will be accompanied with the name and contact information of the individual, group, or business donation;
 - 2.2. A cash receipt will be given at the time of the donation.
3. All donations are tracked.
4. The CEO makes all final decisions on the acceptance of monetary donations.

SECTION III: Sponsorship

1. A sponsor is an individual or organization who gives cash or in-kind donations in exchange for public promotion within Library materials beyond the standard level of thanks offered to any individual or business by the Library.
2. Schreiber Public Library will actively solicit and encourage the business community, services, and other organizations to become sponsors, providing:
 - 2.1. The sponsor, its staff, products, or services must not present an obvious Conflict of Interest with the mandate and/or operations of the Library;
 - 2.2. The products and/or services of the sponsor must not be deemed hazardous to the health of the community;
 - 2.3. The sponsor must have no expectation of having any impact on the Collection Policies or other Policies of Schreiber Public Library.
3. Sponsors must be approved by the Library Board and be accompanied with an MOU.

SECTION IV: Planned Giving

1. "Planned giving" is a philanthropic act by which a donor can arrange a gift to the Library. This may be in a one-time bequeath or made on an ongoing and regular basis.

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1.1. Planned giving, such as monthly, quarterly, or annual gifts, are important to the Library as they are used in planning programs, Collection Development, and services provision;

1.2. Unrealized bequeaths are also key to affecting the Library's goals.

2. The Chief Executive Officer (CEO) is authorized to negotiate planned gift arrangements with prospective donors in accordance with this Policy.
3. The Library, in partnership with the Foundation, will offer an official tax receipt for any donation that qualifies as charitable gifts under the *Charities Act*, *Income Tax Act*, and Canada Revenue Agency's Charitable Registries Directorate procedures.
4. Donations will be transferred to a reserve fund or to the Foundation accounts.
5. In accepting a donation, bequeath, or gift, the Library shall abide by any conditions, restrictions, or designations associated with the donation, bequeath, or gift.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: GO17	Title: <i>Public Relations</i>
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	Previously:
Related Policies	<ul style="list-style-type: none">• GO16: Donations
Associated Documents	<ul style="list-style-type: none">•
Implementation Procedures	<ul style="list-style-type: none">•

1. Public Relations:

- 1.1. The Chief Executive Officer (CEO), in consultation with the Schreiber Public Library Board, will be responsible for all marketing strategies for Schreiber Public Library. Other Library staff members may participate in the Library's marketing activities;
- 1.2. Schreiber Public Library will promote its programs, services, and collection throughout the community and surrounding area by means of printed materials and on the Library's website;
- 1.3. Responses to media concerns will be handled by the Chairperson of the Schreiber Public Library Board.

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No: GO18	Title: Records Retention
Type: Board Governance	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended: 09-20-18	Previously:
Related Policies	•
Associated Documents	<ul style="list-style-type: none"> • <i>Canadian Income Tax Act, RSC 1985, c. 1</i> • Records Retention Schedule
Implementation Procedures	•

SECTION I: Retention of Library Records

1. Schreiber Public Library will retain the following Library records based on the schedule provided by the *Canadian Income Tax Act* and in accordance with schedules provided by the Schreiber Public Library Board. The records are held in hardcopy and/or electronic formats. The Library Board Chairperson has the discretion to retain records longer than the period provided for in this Policy.
2. Records Retention Schedule:
 - 2.1. Cash receipts and deposit books, copies of paid invoices receipt books, cancelled cheques, cheque stubs, year-end trial balances, accounts payable, and bank statements will be held for seven (7) years;
 - 2.2. Bank reconciliations, outstanding cheques, and design estimates will be held for three (3) years;
 - 2.3. Employee records, including personnel records, job applications of hired personnel and performance evaluations, payroll records, Workers' Compensation Board (WCB) claims, and attendance records will be held permanently (P);
 - 2.4. Unsolicited resumes, job applications (not hired), Interlibrary Loan (ILL) requests, memorial lists, and daily logbooks will be held for one (1) year;
 - 2.5. Grant Applications and special events files will be held for seven (7) years;
 - 2.6. Library Board minutes, Agendas, and approved Policies, agreements, annual reports, assets, and final audit reports, including financial statements, final budgets, Bylaws, committee minutes, historical correspondence, court cases, deeds, Insurance Claims, general ledger, daybook, general journal, legal opinions and proceedings, record of files destroyed, maintenance reports, media releases, photos, and Income Tax records will be held permanently (P);
 - 2.7. Proof of purchases, warranties, manuals, expense claims forms, statistical data, and volunteer records shall be held for a minimum period of one (1) year, thereafter to the discretion of the Library Board Chairperson.
 - 2.8. Patron documentation,

SECTION II: Disposition of Schreiber Public Library's Records

1. Library records which have been slated for disposal shall be shredded or incinerated by the Chief Executive Officer (CEO) or appointed personnel. The records to be disposed of shall be listed in a document to the Schreiber Public Library Board and then the Board shall make a motion for the destruction of records. The records will

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then be disposed of by the CEO or appointee, and a record will be made of the date, method of disposal, and time of disposal.

2. Permanent Library records will be kept in a secure place in the Library, in either a filing cabinet or room designated for this purpose.
3. A back up of electronic records will be of stored off-site, i.e. Municipality.