

# SCHREIBER PUBLIC LIBRARY POLICY MANUAL

## Contents of Bylaws of the Board

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## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> BL1	<b>Title:</b> <i>Authority to Manage a Public Library</i>
<b>Type:</b> Bylaws of the Board	<b>Authority:</b> PLA, Library Board
<b>Originated:</b> 06-11-08	<b>Review:</b> Annually
<b>Amended:</b> 09-12-13	<b>Previously:</b> Byl-1 06-11-08
<b>Related Policies</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"><li>• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i></li></ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"><li>•</li></ul>

1. Authority to Manage a Public Library:

- 1.1. Schreiber Public Library is established in accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44* and is under the management and control of the Schreiber Public Library Board, which is a corporation incorporated and operating under the authority of the *Public Libraries Act* and all other applicable Acts;
- 1.2. The Schreiber Public Library Board recognizes that the *Public Libraries Act* sets out procedures for the appointment of members of the Board, the qualifications of members, term of membership, disqualification of members, and vacancies on the Board.

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<b>No: BL2</b>		<b>Title: <i>Composition of the Library Board</i></b>	
<b>Type:</b> Bylaws of the Board		<b>Authority:</b> PLA, Library Board	
<b>Originated:</b> 12-12-12		<b>Review:</b> Annually	
<b>Amended:</b> 09-20-18		<b>Previously:</b>	
<b>Related Policies</b>		<ul style="list-style-type: none"> <li>• GO1: Composition of the Library Board, Appendix A</li> </ul>	
<b>Associated Documents</b>		<ul style="list-style-type: none"> <li>• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i></li> </ul>	
<b>Implementation Procedures</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	

1. The Schreiber Public Library Board shall be composed of at least five (5) members. [PLA 9.1]
2. Board Members shall be: [PLA 10.1]
  - 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.
3. Municipal Council shall not appoint more of its own members to the Library Board than the number that is one (1) less than a majority of the Board. [PLA 10.2]
4. An appointed Board Member shall hold office for a term concurrent with the term of Municipal Council, or until a successor is appointed, and may be reappointed for one (1) or more further terms. [PLA 10.3]
5. Disqualification of a Board Member occurs if a Board Member: [PLA 13]
  - 5.1. Is convicted of an indictable offence;
  - 5.2. Becomes incapacitated;
  - 5.3. Is absent from the meetings of the Board for three (3) consecutive months without being authorized by a Board resolution;
  - 5.4. Ceases to be qualified for membership under clause 10.1c;
  - 5.5. Or otherwise forfeits his/her seat.

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<b>No:</b> BL3	<b>Title:</b> <i>Powers and Responsibilities of the Library Board</i>
<b>Type:</b> Bylaws of the Board	<b>Authority:</b> PLA, Library Board
<b>Originated:</b> 12-12-12	<b>Review:</b> Annually
<b>Amended:</b>	<b>Previously:</b>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• GO6: Trustee Roles, Responsibilities, and Training</li> <li>• GO12: Financial Oversight</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i></li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

## 1. Powers of the Schreiber Public Library Board

- 1.1.A Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration, and prescribe their duties; [PLA 15.1]
- 1.2.A Board shall appoint a Chief Executive Officer (CEO) who shall have general supervision over and direction of the operations of the public Library and its staff, shall attend all Board meetings, and shall have the other powers and duties that the Board assigns to him/her from time to time; [PLA 15.2]
- 1.3.A Board shall elect one (1) of its members as Chairperson at its first meeting in a new term; [PLA 14.3]
- 1.4.A Board shall appoint a Secretary who shall: [PLA 15.3]
  - 1.4.1. Conduct the Board's official correspondence; and
  - 1.4.2. Keep minutes of every meeting of the Board.
- 1.5.A Board shall appoint a Treasurer who shall: [PLA 15.4]
  - 1.5.1. Receive and account for all the Board's money;
  - 1.5.2. 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;
  - 1.5.3. Deposit all money received on the Board's behalf to the credit of that account or accounts; and
  - 1.5.4. Disburse the money as the Board directs.

## 2. Duties and Responsibilities of the Schreiber Public Library Board

- 2.1.A Board, [PLA 20]
  - 2.1.1. Shall seek to provide, in co-operation with other Boards, a comprehensive and efficient public Library service that reflects the community's unique needs;
  - 2.1.2. Shall seek to provide Library services in the French language, where appropriate;
  - 2.1.3. Shall operate one (1) or more Libraries and ensure that they are conducted in accordance with this Act and the regulations;
  - 2.1.4. May operate special services in connection with a Library as it considers necessary;

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- 2.1.5. Shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- 2.1.6. Shall make an Annual Report to the Minister and make any other reports or provide any other information required by this *Act* and the regulations or requested by the Minister from time to time;
- 2.1.7. Shall make provision for insuring the Board's real and personal property;
- 2.1.8. Shall take proper security for the Treasurer; and
- 2.1.9. May appoint such committees as it considers expedient.

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<b>No:</b> BL4	<b>Title:</b> <i>Meetings of the Library Board</i>
<b>Type:</b> Bylaws of the Board	<b>Authority:</b> PLA, Library Board
<b>Originated:</b> 06-11-08	<b>Review:</b> Annually
<b>Amended:</b>	<b>Previously:</b> Byl-4 06-11-08
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• GO7: Running of Board Meetings</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i></li> <li>• <i>Municipal Act, S.O. 2001, c. 25</i></li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

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 (2<sup>nd</sup>) Thursday of each month from January to December, unless such day shall be a legal, public, or civic holiday, 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. The presence of a majority of the Board is necessary for the transaction of business at a meeting. [PLA 16.5]
6. 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]
7. 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]
8. The Board Chairperson may expel any person for improper conduct at a meeting. [PLA 16.1.3]
9. A meeting or part of a meeting may be closed to the public if the subject matter being considered is: [PLA 16.1.4]
  - 9.1. The security of the property of the Library Board;
  - 9.2. Personal matters about an identifiable individual;
  - 9.3. A proposed or pending acquisition or disposition of land by the Library Board;
  - 9.4. Labour relations or employee negotiations;

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- 9.5. Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
- 9.6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 9.7. A matter in respect of which a Board or committee of a Board may hold a closed meeting under another governing Act.
10. Before holding a meeting or part of a meeting that is to be closed to the public, a Board or committee of the Board shall state by resolution: [PLA 16.1.6]
  - 10.1. The fact of the holding of the closed meeting; and
  - 10.2. The general nature of the matter to be considered at the closed meeting.
11. Subject to subsection (8), a meeting shall not be closed to the public during the taking of a vote. [PLA 16.1.7]
12. A meeting may be closed to the public during a vote if: [PLA 16.1.8]
  - 12.1. Subsection (4) or (5) permits or requires the meeting to be closed to the public; and
  - 12.2. The vote is for a procedural matter or for giving directions or instructions to officers, employees, or agents of the Board or committee of the Board or persons retained by or under contract with the Board.
13. 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.

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> BL5	<b>Title:</b> <i>Public Inspection of Records</i>
<b>Type:</b> Bylaws of the Board	<b>Authority:</b> PLA, Library Board
<b>Originated:</b> 12-12-12	<b>Review:</b> Annually
<b>Amended:</b>	<b>Previously:</b>
<b>Related Policies</b>	•
<b>Associated Documents</b>	• <i>Public Libraries Act, R.S.O. 1990, c. P.44</i>
<b>Implementation Procedures</b>	•

1. Subject to subsection (2), a person may, during ordinary business hours, inspect any records, books, accounts, and documents in the possession or control of a Board's Secretary. [PLA 28.1]
2. The Secretary shall refuse to allow an inspection under subsection (1) in circumstances in which all or part of a Board meeting was held in-camera, according to Section 16.4 of the *Public Libraries Act, R.S.O. 1990, c. P.44*. [PLA 28.2]



## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No: BL6</b>	<b>Title: Amendment of Bylaws</b>
<b>Type:</b> Bylaws of the Board	<b>Authority:</b> Library Board
<b>Originated:</b> 06-11-08	<b>Review:</b> Annually
<b>Amended:</b>	<b>Previously:</b> Byl-19 06-11-08
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• BL4: Meetings of the Library Board</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

1. Amendment of Bylaws:
  - 1.1. Bylaws may be amended in response to legislation or when circumstances change;
  - 1.2. Any member of the Schreiber Public Library Board can propose a review or an amendment of a Bylaw;
  - 1.3. All members of the Library Board will receive notice and details of changes at the Board meeting prior to the meeting at which time a motion for amendment may be tabled;
  - 1.4. A motion to add, amend, or remove a Bylaw shall require a majority vote of at least two-thirds (2/3) of the Board Members in order to be carried, providing that notice shall have been given at the previous meeting of the Board.