

Chatham-Kent Public Library Board  
Terms of Reference  
Revised 2009

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1. Mandate

The purpose of the Board is to provide responsive and efficient public library services to the residents of Chatham-Kent as set out in the Public Libraries Act and/or defined by the Board from time to time.

A public library shall be under the management and control of a board which is a corporation known as The Public Library Board. (*Public Libraries Act P.44, s.3(3)*)

2. Composition of Chatham-Kent Public Library Board

The Board shall consist of eleven members appointed by the Council of the Municipality of Chatham-Kent, hereinafter referred to as the Council. Four members shall be members of the said Council and the remainder shall be citizen appointees.

The Executive of the Board shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer.

The Chair and Vice-Chair shall hold office until the next annual or inaugural meeting or until their successors are elected.

In the event the Chair becomes vacant for any reason, the Vice-Chair shall assume the office for the unexpired term. In the event the Vice-Chair becomes vacant for any reason, a new Vice-Chair shall be elected.

In the absence of the Chair and Vice-Chair, the Board may appoint one of its members as acting Chair.

The Secretary and Treasurer shall be appointed by the Board by bylaw.

The Board shall make appointments to the following organizations as required:

- Southern Ontario Library Service (SOLS) Trustee Council
- To each of the Friends of the Library Groups
- Such other bodies as may be necessary

The CEO and the Board Chair will represent the Board with the Federation of Ontario Public Libraries (FOPL).

### 3. Membership Eligibility and Term of Membership

A person is qualified to be appointed as a member of the board who is a member of the appointing council or

- (a) is at least eighteen years old;
- (b) is a Canadian citizen,
- (c) is a resident of the Municipality of Chatham-Kent or a member of an Indian band that has a contract with the board; and,
- (d) is not employed by the board or the Municipality of Chatham-Kent.

*(taken from Public Libraries Act)*

The term of membership is concurrent with the term of the appointing council, currently 4 years.

When a vacancy on the Board occurs, the appointing council shall promptly appoint a person to fill the vacancy for the unexpired term, except where the unexpired term is less than forty-five days.

### 4. Role of Chatham-Kent Public Library Board Members and Meeting Procedure

#### a) Role of the Chair of the Board

The Chair shall preside at all meetings of the Board, preserve order, and decide all questions of order subject to appeal to the Board.

The Chair or acting Chair of the Board may vote with other members of the Board on all questions, and any questions on which there is an equality of votes shall be deemed to be negative.

The Chair shall be an ex officio member of all committees.

The outgoing Chair shall give the Board an annual report at the end of the term.

#### b) Signing Officers

Signing officers of the Board shall be the Chair, Vice-Chair, Secretary, or Treasurer.

#### c) Meeting Procedures

The inaugural meeting of the Board in a new term shall be called by the C.E.O. in January or as soon as possible thereafter. Annual meetings of the Board shall be held in January of intervening years.

Regular meetings of the Board shall be held on the fourth Tuesday of each month, or at such other time as is decided at a previous meeting by a majority vote of the members present, except the months of July and August when meetings are not required to be held.

Regular meetings of the Board shall be composed of two parts: the open session and, as necessary to consider financial, personal or legal matters, the in-camera session. A written report of all decisions reached in-camera shall be presented by the Chair at the next regular meeting.

A meeting shall be called to order by the Chair at the appointed hour. Should there be no quorum present thirty (30) minutes after the time appointed for the meeting, the C.E.O. shall record the names of those present and the meeting shall stand adjourned. Should a quorum no longer be present during a meeting, no further business may be conducted and the Chair shall declare the meeting adjourned.

The presence of a majority of the Board is necessary for the transaction of business at a meeting. At all regular and special meetings of the Board, six (6) members shall constitute a quorum.

Attendance of members at meetings shall be recorded. Any member who is absent from meetings of the Board for three consecutive months without a resolution having been recorded in the minutes shall be deemed to have vacated his/her seat and the Board, by motion, shall notify the Council that the seat has become vacant.

Notices of regular meetings shall be in writing and shall be mailed or transmitted to the address of each member at least seventy-two (72) hours prior to the meeting.

The Chair or Vice-Chair may summon a special meeting of the Board by giving each member reasonable notice, specifying the purpose for which the meeting is called.

## 5. Staff Support

Chatham-Kent Public Library administration staff will support the Chatham-Kent Public Library Board. These include Director Library Services, Coordinator Branch and Children's Services, Coordinator Support Services, Coordinator Public Services and the Administrative Assistants.

## 6. Reports to Council

The Chatham-Kent Public Library board shall submit its annual financial statements, audited by a person under section 86 of the *Municipal Act*, to the

council annually on or before the date specified by the council. (*Public Libraries Act, Chap. P.44 sec 24 (7)*) The Chatham-Kent Public Library Board financial audited statement is generally included in the financial audited statements for the Municipality of Chatham-Kent that is presented annually to Council.

7. Other Information

Travel and mileage expenses pertaining to Board business will be reimbursed.

Procedural bylaw number 2001-01 of the Chatham-Kent Public Library Board passed June 5<sup>th</sup>, 2001 is attached.