

Chatham-Kent Public Library

Board Governance Policy

Board Duties and Responsibilities

Why:

Section 20 of the Public Libraries Act gives the Library Board the authority to direct and control a public library that provides comprehensive and efficient public library service reflecting the community's unique needs and in keeping with the Chatham-Kent Public Library Board's Mission Statement.

What:

Core Duties and Responsibilities of the Library Board:

- Set the mission, vision and values
- Develop, implement and monitor a Strategic Plan
- Operate the Board effectively
- Build and maintain a solid framework for the Library's operations
- Delegate authority and resources to the staff to run the Library
- Serve as a bridge between the Library and the Council and between the Library and the community
- Report on the Library's effectiveness through tools such as the annual report and annual fiscal audit

How:

The Library Board oversees the development of comprehensive and efficient public library service through:

Policies

Determine and adopt written policies to govern the operation and programs of the library. Such policies should include those dealing with staff, services provided to the public, materials selection and financial authorities.

Planning

- Review the library's mission statement.
- Develop goals and objectives of the library and approved plan(s) for meeting these goals and objectives.
- Assess and determine the library needs for the community.
- Review and renew/establish report mechanisms and feedback activities of the library to determine the achievement of approved outcomes.

Advocacy

- Establish, support and participate in planned programs to meet community needs.

- Have knowledge of the legal framework affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies.
- Be aware of the activities fo regional, provincial and national library organizations.

Funding

- Recommend to the Executive Management Team and Council the library's annual operating budget

Reporting

- Ensure that accurate public records are kept on file at the library and with appropriate local, provincial or national bodies
- Report regularly to governing officials and the general public including an annual report to the Ministry of Heritage, Sport, Tourism and Culture Industries

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Background Documents: Public Libraries Act, R.S.O. 1990, c. P.44

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca