

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	April 20, 2026

## **BOARD DUTIES AND RESPONSIBILITIES**

### **BACKGROUND**

Under the *Public Libraries Act, R.S.O 1990, c. P.44*, public libraries must operate under the management and control of a public library board. The Board's role is governance of the Library; its duty is to provide comprehensive, effective and efficient public library services that reflects the community's needs.

### **PURPOSE**

This policy sets out the duties and responsibilities of the Oxford County Library Board members. It ensures that members understand the extent of their authority and use it appropriately.

### **PROCEDURES**

#### **1.0 Purpose of the Board**

- 1.1 As the body that bears legal responsibility for the Oxford County Library, the Board oversees the development of a comprehensive and efficient public library service by:
  - 1.1.1 Developing the Library's mission, vision, values and strategic direction for the Library through regular strategic planning;
  - 1.1.2 Developing policies on governance and operations, and aligning with relevant Oxford County policies;
  - 1.1.3 Delegating authority to the CEO/Chief Librarian for management of library operations;
  - 1.1.4 Providing direction to the CEO/Chief Librarian through board motions, policies and plans;
  - 1.1.5 Overseeing the Library's finances in accordance with public accounting principles and requirements as required by municipal budget policy and procedures;
  - 1.1.6 Evaluating the results achieved by the Library, while advocating and demonstrating accountability to key stakeholders.

#### **2.0 Duties of the Entire Board**

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- 2.1 The Library Board governs effectively when operating with one voice. The Board governs effectively by:
- 2.1.1 Developing and adopting an annual business and budget plan designed to reach the Board's strategic goals and objectives;
  - 2.1.2 Monitoring the overall effectiveness of the Library in meeting community needs in an efficient and responsive manner;
  - 2.1.3 Evaluating the Board's performance and ability to work effectively as a team on annual basis;
  - 2.1.4 Engaging the community to determine responsive and dynamic library services;
  - 2.1.5 Ensuring that the Library is operated in accordance with the **Public Libraries Act, R.S.O. 1990, c. P.44** and all other relevant legislation.

### 3.0 Duties and Responsibilities of Individual Board Members

- 3.1 Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
- 3.2 Members of the Board are expected to act with integrity and follow the **Library Board Code of Conduct**, as well as the **Oxford County Council Code of Conduct Policy** while conducting all duties and business of the Board.
- 3.3 Individual members of the Board are responsible for exercising a *Duty of Diligence* as follows:
- 3.3.1 Be informed of legislation under which the library exists, and all applicable board and county polices and by-laws;
  - 3.3.2 Be informed about the activities of the library, community and issues that effect public libraries;
  - 3.3.3 Attend board meetings regularly, contributing from personal and professional experience;
  - 3.3.4 Be prepared for all meetings and use meeting time productively and efficiently.

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3.4 Individual members of the Board are responsible for exercising a *Duty of Loyalty* as follows:

3.4.1 Adhere to the regulations of the ***Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50***;

3.4.2 Act in the interests of the Oxford County Library and the greater Oxford County community served by the Library, over and above other interest group

3.4.3 Speak with one voice once a decision has been reached or a resolution passed;

3.4.4 Represent the Library positively in the community.

3.5 Individual members of the Board are responsible for exercising a *Duty of Care* as follows:

3.5.1 Promote a high level of library service;

3.5.2 Consider information gathered in preparation for decision making;

3.5.3 Offer personal perspective and opinions on issues that are subject to the Library Board discussion and decisions;

3.5.4 Assume no authority to make decisions outside of Board Meetings;

3.5.5 Know and respect the distinction in roles of the Library Board regarding governance and the employees, management and operations.

3.5.6 Respect the confidential nature of library service to users, while being aware of, and in compliance with, applicable privacy and freedom of information legislation;

3.5.7 Promote Freedom of Expression by resisting censorship of library materials and programs by groups or individuals.

#### 4.0 **References and Related Documents**

##### 4.1 **Oxford County Library Policies**

4.1.1 Oxford County Library. (June, 2024). *Library Board Code of Conduct*.

4.1.2 Oxford County Library. (June, 2022). *Terms of Reference*.

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**4.2 Oxford County By-Laws and Policies**

4.2.1 County of Oxford. (August, 2023). *Procedural By-Law No. 6268-2020.*

4.2.2 County of Oxford. (October, 2019). *Council Code of Conduct Policy, No. 9.17.*

**4.3 Legislation**

4.3.1 *Public Libraries Act, R.S.O. 1990, c. P.44*

4.3.2 *Municipal Act, 2011, S.O. 2001, c.25*

4.3.3 *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*

4.3.4 *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*