

<b>RAINY RIVER PUBLIC LIBRARY POLICY MANUAL</b>	
Category: <b>GOVERNANCE</b>	Number: <b>GO0</b>
Topic: <b>ADMINISTRATION OF THE LIBRARY BOARD</b>	Page: <b>1</b>
Date: <b>JULY 4, 2019</b> Reviewed: <b>OCTOBER 29, 2019</b>	Authorized by:

This policy governs the administration of the Rainy River Public Library Board.

## **1. COMPOSITION**

- a. The Board of the Corporation shall conform in all respects to its legal composition and appointment under the Public Libraries Act, R.S.O. 1990, chap. p.44.

## **2. LIBRARIAN IS CHIEF EXECUTIVE OFFICER**

- a. Section 15(2) of the *Public Libraries Act*, R.S.O. 1990, chapter p.44, provides that the board shall appoint a Chief Executive Officer/Librarian 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 from time to time.
- b. The board shall employ a CEO/Librarian with the necessary skills and experience.
- c. Duties of the CEO/Librarian include (but are not limited to):
  - i) making recommendations to the Board as to all appointments to and all promotions in, and removals from the staff of the Library;
  - ii) making recommendations to the Board to suspend any member of staff of the Library;
  - iii) shall together with the Chairperson of the Board, represent the Board before the appointing council during the presentation of the Board's estimates; and
  - iv) shall report annually to the Board the affairs of the Library and make such recommendations thereon as he or she considers necessary.

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### **3. REGULAR MEETINGS**

- a. The Rainy River Public Library Board shall hold at least ten meetings per calendar year.
- b. Meetings shall be held in the Rainy River Public Library unless the Board directs otherwise.
- c. Meetings shall begin at 7 p.m. unless the Board directs otherwise.
- d. The meeting day, time and place can be changed by the Chairperson, providing each Board member, the CEO/Librarian and the secretary are consulted and agree.
- e. A special meeting of the board may be convened by the chairperson and any two members of the Board, by giving each Trustee reasonable seven days' advance notice in writing.
- f. The notice must specify the purpose for which the meeting is called.
- g. The agenda of the meeting shall be only the purpose identified in subsection (f).
- h. For all meetings, a quorum shall be half the voting members of the Board, plus one. If a quorum of voting members is not present, the chair cannot call the meeting to order. If the quorum is lost during the course of a meeting, no further business may be transacted. The meeting shall be deemed to be adjourned.
- i. All meetings of the Board are open to the public, except those portions of the meeting dealing with information about an identifiable individual as specified in the *Municipal Freedom of Information and Protection of Privacy Act* and/or the Board's Freedom of Information and Protection of Privacy policy.
- j. Motions are required to move proceedings of the Board meeting in camera and to return from in camera. All non-members of the Board must leave the meeting during the in camera period. Any motions arising from this in camera discussion must be made only after the Board has returned to normal proceedings.
- k. The Chairperson may exclude any person from a meeting for improper conduct. The decision of the Chairperson is final.

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l. In the event a procedural question arises during a Board meeting, the Board members shall consult *Robert's Rules of Order*.

m. Meetings of the Board and Board committees shall be deemed to be adjourned when there is no remaining business on the agenda. A motion to adjourn is not required.

n. Meetings of the Board shall not run beyond one hour without the consensus of the attendees.

#### **4. ELECTION OF OFFICERS**

a. Elected officers of the Board include the chairperson and vice-chairperson.

b. If more than one person has been nominated, the chairperson shall be elected by secret ballot.

c. Should no member receive a clear majority, the secretary shall so declare and balloting shall proceed with the member's name receiving the lowest number of votes being dropped.

d. Following the election of the chairperson, he/she shall assume the chair and call for nominations for vice-chairperson.

e. If the chairperson is not present, the secretary shall call for nominations for vice-chairperson and the election for the vice-chairperson shall be conducted in the same manner as that for chairperson.

#### **5. ROLE OF THE CHAIRPERSON**

a. The primary role of the chairperson of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and proscribed rules of procedure.

b. The chairperson of the Library Board shall be responsible for:

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- i) presiding at the regular and special meetings of the Board in the manner and to the extent prescribed by the Board.
  - ii) conducting Board meetings in accordance with the *Public Libraries Act* and other relevant legislation and with the rules of procedure adopted by the Board.
  - iii) in the absence of specific authority, not committing the Board to any course of action.
  - iv) serving as an ex-officio member of all Board committees.
  - v) acting as one of the authorized signing officers of all documents pertaining to Board business.
  - vi) representing the Board, alone or with members of the Board and/or staff, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
  - vii) determining the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board.
  - viii) ensuring that vacancies on Board and its committees are filled as expeditiously as possible.
  - ix) advising the vice-chairperson, if for any reason the chairperson is temporarily unable to perform these functions.
- c. The chairperson shall be elected for a one-year term of office. The election shall take place at the Annual Meeting of the Board, normally held in January.

## **6. ROLE OF THE VICE-CHAIRPERSON**

- a. The primary role of the vice-chairperson of the Board is to ensure the proper functioning of the board and the proper conduct of Board business, if for any reason the Board chairperson is not available.

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- b. In the absence of the chairperson, the vice-chairperson shall be vested with all the powers and shall perform all the duties of the chairperson.
- c. The vice-chairperson shall possess and may exercise such other powers and duties as may, from time to time, be assigned by the Board.
- d. The vice-chairperson shall be elected for a one-year term of office. The election shall take place at the Annual Meeting of the Board, normally held in January.

## **7. ROLE OF THE TREASURER**

The treasurer shall receive and account for all the Board's money; open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board; deposit all money received on the Board's behalf to the credit of that account or accounts; and, disburse the money as the Board directs.

## **8. ROLE OF THE SECRETARY**

The secretary shall keep minutes of every board meeting and conduct the Board's official correspondence.

## **9. MINUTES OF MEETINGS**

- a. *The Public Libraries Act*, Section 20(e) establishes that the board shall "...ensure that full and correct minutes are kept."
- b. Minutes of the Rainy River Public Library Board meetings shall be recorded by the secretary.
- c. The minutes will include, but not be limited to, the following:
  - i) the date, time, place of the meeting regular or special meeting, name of board or committee

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- ii) the list of members present, members sending regrets and members absent
  - iii) the status of the previous minutes
  - iv) all motions, movers, seconders, and results of votes
  - v) a list of reports, documents and correspondence discussed at the meeting
  - vi) where warranted, a summary of significant points raised
  - vii) any action items for board members or the CEO
  - viii) all direction given by the Board to the CEO or secretary
  - ix) time of adjournment
- d. The minutes will be available for all Board members one week prior to the board meeting at which they are to be approved/adopted.
- e. Corrected and approved/adopted minutes must be signed by the chairperson and the secretary.
- f. Minutes are filed and stored per the Record Retention policy.

## **10. MOTIONS**

- a. All motions presented at meetings of the Rainy River Public Library Board shall be made in writing.
- b. To be considered for discussion, a motion must have a mover and a seconder.
- c. Prior to voting, the motion is read by the chairperson who will then call for a vote.
- d. The vote is recorded on the motion form and signed by the chairperson. In all cases, the chairperson may vote at their discretion.
- e. The motion is then given to the secretary for inclusion in the minutes.
- f. If a board member requests a recorded vote, the board members are polled in alphabetical order by the chairperson and the votes are recorded by the secretary.