

1. Enabling Legislation

The [Public Libraries Act](#), R.S.O. 1990, c. P.44, s.3 (3) provides the authority, and direction for the establishment of public library boards by municipal Councils. The relevant sections of the Act are as follows.

Board

3 (3) A public library shall be under the management and control of a board, which is a corporation known in English as The City of Pickering Public Library Board. R.S.O. 1990, c. P.44, s. 3 (3).

Composition of Public Library Board

9 (1) A public library board shall be composed of at least five members appointed by the municipal Council. 2002, c. 18, Sched. F, s. 3 (8).

Board Members

10 (1) A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,

- a) Is at least eighteen years old;
- b) Is a Canadian citizen or permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act (Canada)*;
- c) Is,
 - i. A resident of the municipality for which the board is established in the case of a public library board,
 - ii. A resident of a municipality that has a contract with the board under section 29,
 - iii. A resident of the board area of a local service board that has the contract with the board under section 29,
 - iv. A member of an Indian band that has a contract with the board under section 29, or
 - v. A member of a second board that has entered into a contract with the board to purchase from it library services for the residents of the second board; and
- d) Is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities. R.S.O. 1990, c. P.44.s.10 (1); 2002, c. 18, Sched. F, s. 3 (9).

Number of Council Members on Board Limited

10(2) The appointing Council shall not appoint more of its own members to a board than the number that is,

- a) In the case of a public library board or union board, one less than a majority of the board;

Term

10 (3) A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. R.S.O. 1990, c. P.44, s. 10 (3).

Time for Making Appointments

10 (4) The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting. R.S.O. 1990, c. P.44, s. 10 (4); 2002, c. 18, Sched. F, s. 3 (10).

Notice of Vacancies

11 (1) The clerk of the appointing municipality or county or, in the case of a union board, the clerks of the affected municipalities shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality. R.S.O. 1990, c. P.44, s. 11 (1).

2. Responsibilities

2.1 The purpose of the Board is to:

- Represent the interests of the Residents of Pickering
- Determine the benefits that the organization will provide, keeping a long term, strategic perspective (the Ends policies)
- Monitor the operations to ensure that the Executive Limitations policies are being complied with and that the Ends policies are being accomplished according to Board-CEO Delegation policies.

3. Composition

3.1 The Board shall be comprised of 8 citizen appointments and 3 members of Council to ensure Ward representation.

4. Board Chair

4.1 The position of Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Chair for more than 3 consecutive (two year) terms.

4.2 The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters.

5. Vice-Chair

5.1 The position of Vice-Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Vice-Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Vice-Chair for more than 3 consecutive (two year) terms.

5.2 In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities.

6. Councillors

6.1 A member of Council is appointed to the Library Board to act as a liaison between Council and the Board; respond to Board members' questions; provide updates on Board activities to Council and to provide updates on Council activities to the Board.

6.2 Members of Council are also acting members of the Library's Board and as such have the responsibilities and duties that are assigned to all Board members.

7. Treasurer

7.1 The Board will appoint a Treasurer. Typically, that will be the CEO/Director of Public Libraries or his/her designate.

7.2 The Treasurer will:

- Receive, keep safely, and account for all the Board's money
- Deposit all money received on the Board's behalf to the credit of that account or accounts
- Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions

8. Board Members

8.1 Duties of Board Members:

- employ a competent and qualified CEO
- determine and adopt written policies to govern the Library
- determine the 'Ends' for the Library
- understand the Library programmes and needs of the community in relation to the Library
- keep abreast of standards and trends in libraries
- be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial Library legislation
- attend all Board and committee meetings as assigned. May attend outside meetings and workshops for Board members
- be an effective advocate for the Library in the community
- be prepared to interact with provincial library agencies if required.
- interest in the Library, the community and their inter-relationship
- readiness to dedicate time and effort
- knowledge of the community's social and economic condition
- aptitude for planning – both long and short range
- ability to work in a political environment

8.2 Disqualification of Board Members

If a board member,

- a) is convicted of an indictable offence;

- b) becomes incapacitated;
- c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;
- d) ceases to be qualified for membership under clause 10 (1) (c); or
- e) otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly. R.S.O. 1990, c. P.44, s. 13.

8.3 Vacancies

Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.
R.S.O. 1990, c. P.44, s. 12.

9. Library Staff

9.1 The CEO/Director of Public Libraries of the Pickering Public Library is the Board's employee to whom the Board delegates the supervision and direction of the Library and its staff. He or she will attend all Board meetings and will have the other powers and duties that the Board assigns from time to time. The Board's relationship with the CEO is defined in Board-CEO delegation policies.

10. Reporting

10.1 The Library Board will provide an annual report at year end to Council to communicate its activities in the preceding year. Generally, this annual report follows the release of the Library's audit.

10.2 The Library Board will present its four-year strategic plan to Council in which it prioritizes library services to the community based on community feedback and engagement.

11. Meetings

11.1 The Library Board shall meet every fourth Thursday of the month at 7:00 pm.

11.2 The Library Board shall hold at least seven regular meetings in each year. 2019, c.14, Sched.12, s.2.

12. Conflict of Interest

12.1 The *Municipal Conflict of Interest Act* will govern the Board; an agenda will provision for the Members to disclose a direct pecuniary interest in a matter and the include general nature thereof.

13. Budget

13.1 The CEO shall be responsible for the Library budget, which shall be submitted annually in accordance with established City budget guidelines.

13.2 The CEO will present a draft budget for review by the Board on an annual basis, prior to submission to City Council for approval.