REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: SEPTEMBER 5, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: POLICY REVIEW SEPTEMBER 2023

It is part of the responsibility of the Library Board to periodically review the policies that governs it, the CEO, and the Library. The enclosed policies were last reviewed in 2018. All policies have been reformatted as necessary and the following changes have been made by the Policy Review Committee:

LB 03 – BOARD JOB DESCRIPTION

- Combined two sections on Accountability.
- Minor wordsmithing, including changing the term "hires" to "appoints" for consistency.

LB 04 – CEO JOB DESCRIPTION

For this policy, a number of updates have been made. Upon reviewing many other library CEO job descriptions, additions have been made to cover items missing from the job description. There have also been updates in language to reflect with what is currently being used in the field.

- Merged a number of sections (compliance mandate / policy / procedures / CEO & Board Relations).
- Added new sections for technology, collections and standard qualifications for the position.

LB 05 – DELEGATION OF AUTHORITY

A number of updates have been recommended to reflect best practices.

- Added a new section on Direction to define how direction is provided to the CEO by the Library Board.
- Updated the Authority section, making it more defined, and including information regarding authority in the case of an emergency.
- Added LG 01 Health and Safety policy as a Related Document.

HR 01 – HIRING AND MANGEMENT OF EMPLOYEES

- Minor wordsmithing throughout.

BOARD ACTION
Submitted to the Board for review and approval.

Board Job Description

Legal References: Public Libraries Act, R.S.O. 1990

Policy References: LB 04 CEO Job Description
LB 05 Delegation of Authority
LB 06 Board Members' Code of Conduct
LB 08 Strategic Plan

The *Public Libraries Act* provides for the provision of library services within municipalities. The Stratford Public Library Board is appointed by Stratford City Council every four years, and is responsible for libraries within its jurisdiction, and for the delivery and quality of library programs and services. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual members. Through policy, the Board delegates administrative authority and responsibility to the Chief Executive Officer (CEO), subject to the provisions and restrictions of the *Public Library Act and Regulations*.

The major areas of responsibility for members Stratford Public Library Board are as follows:

1.0 Accountability to Patrons for Provision of Excellent Library Services

1.1 Promote a culture that supports excellent library services.
1.2 Promote clear and consistent expectations to ensure that effective library services are available for all library patrons.
1.3 Make decisions that reflect Stratford Public Library Board's mission and values.

2.0 Accountability

2.1 Act in accordance with the *Public Library Act*, Regulations, and other statutory requirements.
2.2 Perform the functions of a member of the Stratford Public Library Board as required by provincial legislation, municipal policies and Board policy.

2.3 Provide advice to the City of Stratford regarding implications of City decisions that impact the Library.

3.0 Accountability to the Community

3.1 Make decisions that reflect Stratford Public Library Board's mission, values and strategic plan.
3.2 Establish processes that provide the community with opportunities for input.
3.3 Ensure communications between Stratford Public Library Board, Stratford City Council, and partners of the Stratford Public Library.
3.4 Model a culture that reflects the Board Member's Code of Conduct (Policy LB 06)

4.0 Policy Development, Implementation and Review

4.1 Develop policies that outline how Stratford Public Library Board will successfully function.
4.2 Approve policy statements that meet the criteria identified by the Stratford Public Library Board.
4.3 Regularly review policies to ensure that they reflect the desired impact and/or purpose.

5.0 Board / Chief Executive Officer Relations

5.1 Select the CEO.
5.2 Provide the CEO with a clear job description and corporate direction.
5.3 Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the *Public Library Act*, Regulations and other statutory requirements.
5.4 Evaluate the CEO in the first year of service and annually or biannually thereafter.
5.5 Use the CEO's job description and the successful implementation of the strategic plan as the basis for the evaluation.
5.6 Provide the CEO with an opportunity to meet alone with the Board in closed session at the CEO's request.
5.7 Periodically review the compensation of the CEO.
5.8 Promote a positive working relationship with the CEO.

6.0 Board Development

6.1 Annually review Stratford Public Library Board's effectiveness and performance.
6.2 Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) Role, b) Processes, and c) Issues.
6.3 Use the expertise of the CEO and other organizations to help develop and support the board members' development plan.

7.0 Planning

7.1 Provide overall direction for Stratford Public Library
7.2 Establish the mission and vision
7.3 Annually approve the strategic plan and post same on web site
7.4 Annually use the strategic plan to drive the budget process
7.5 Annually evaluate the effectiveness of Stratford Public Library Board in relation to the mission and values of the Library.
7.6 Monitor the effectiveness of library services.

8.0 Fiscal Responsibility

8.1 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
8.2 Monitor the financial status of the Library based on reports from the CEO as directed.

9.0 Political Advocacy and Communication

9.1 Annually develop a plan for Stratford Public Library Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
9.2 Ensure that advocacy includes communication with Stratford City Council and other applicable government organizations to identify, discuss, and find solutions to issues facing the Library.
9.3 Ensure that Stratford Public Library Board is communicating with the community and beyond.
9.4 Use advertising for the purposes of informing and educating the public, and to create awareness of library programs, services, issues, events and community activities of specific interest or benefit to patrons of the Library.

10.0 Recognition

10.1 Ensure that Stratford Public Library Board develops mechanisms to recognize community members and volunteers.

	POLICY: **Board Job Description**		POLICY NO: **LB 03**
Stratford PUBLIC LIBRARY	POLICY LEVEL: **Library Board**	LAST REVIEW / REVISION DATE: NOVEMBER 6, 2018	SCHEDULED REVIEW DATE: MAY 2027

Board Job Description

The Public Libraries Act provides for the provision of library services within municipalities. The Stratford Public Library Board is appointed by Stratford City Council every four years, and is responsible for libraries within its jurisdiction, and for the delivery and quality of library programs and services. Legal accountability for Library Board decisions applies to the Library Board as a corporate entity rather than to individual members. Through policy, the Library Board delegates administrative authority and responsibility to the Chief Executive Officer (CEO), subject to the provisions and restrictions of the Public Library Act and Regulations.

The major areas of responsibility for members Stratford Public Library Board are as follows:

Accountability to the Community for Provision of Excellent Library Services

- Promote a culture that supports excellent library services.
- Promote clear and consistent expectations to ensure that effective library services are available for all library patrons.
- Make decisions that reflect Stratford Public Library Board's mission, vision, and values, and strategic plan.
- Establish processes that provide the community with opportunities for input.
- Communicate plans and results routinely to Stratford City Council.
- Model a culture that reflects the Board Member's Code of Conduct (Policy LB 06)

General Accountability

- Act in accordance with the Public Library Act, Regulations, and other statutory requirements.
- Perform the functions of a member of the Stratford Public Library Board as required by provincial legislation, municipal policies and Board policy.
- Provide advice to the City of Stratford regarding implications of City of Stratford decisions that impact the library.

Policy Development, Implementation and Review

- Develop governing policies that outline how Stratford Public Library Board will successfully function.
- Approve policy statements that meet the criteria identified by the Stratford Public Library Board.
- Regularly review policies to ensure that they reflect the desired impact and/or purpose.

Board / Chief Executive Officer Relations

- Appoint and evaluate a competent and qualified CEO.
- Provide the CEO with a clear job description and corporate direction.
- Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the Public Library Act, Regulations and other statutory requirements.
- Evaluate the CEO in the first year of service and annually or biannually thereafter. Use the CEO's job description and the successful implementation of the strategic plan as the basis for the evaluation.

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- Provide the CEO with an opportunity to meet alone with the Board in closed session at the CEO's request.
- Periodically review the compensation of the CEO.
- Promote a positive working relationship with the CEO.

Board Development

- Annually review the Board's effectiveness and performance in relation to the mission, vision and values of the library.
- Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) Role, b) Processes, and c) Issues.
- Use the expertise of the CEO and other organizations to help develop and support the board members' development plan.

Planning

- Provide overall direction for Stratford Public Library.
- Establish the mission and vision.
- Annually approve the strategic plan and post same on web site.
- Annually use the strategic plan to drive the budget process.
- Monitor the effectiveness of library services.

Fiscal Responsibility

- Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- Monitor the financial status of the library based on reports from the CEO as directed.

Political Advocacy and Communication

- Annually develop a plan for Stratford Public Library Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
- Ensure that advocacy includes communication with City Council and other applicable government organizations to identify, discuss, and find solutions to issues facing the library.
- Use advertising for the purposes of informing and educating the public, and to create awareness of library programs, services, issues, events and community activities of specific interest or benefit to patrons of the library.

Recognition

- Ensure that the Library Board develops mechanisms to recognize community members and volunteers.

Document References:

- Public Libraries Act, R.S.O. 1990
- LB 04 CEO Job Description
- LB 05 Delegation of Authority
- LB 06 Board Members' Code of Conduct
- LB 08 Strategic Plan

ORIGINAL DATE ADOPTED	January 20, 2009
APPROVAL HISTORY	December 9, 2014, November 6, 2018

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Chief Executive Officer Job Description

Legal References: Public Libraries Act, R.S.O. 1990

Policy References: LB 01 Vision and Mission
LB 03 Board Job Description
LB 05 Delegation of Authority
LB 08 Strategic Plan

The Chief Executive Officer (CEO) of the Stratford Public Library is both the CEO of the Stratford Public Library and the Library Director within the administration of the City of Stratford. The CEO reports directly to the Stratford Public Library Board. The CEO is accountable to the Stratford Public Library Board for the organization and operation of the Stratford Public Library. All Board authority delegated to staff is delegated through the CEO.

The CEO advises the Stratford Public Library Board and recommends actions to address current emerging issues and trends to ensure that the Stratford Public Library policies and programs result in the attainment of the Board's vision and mission.

The areas of responsibility of the CEO include, but are not limited to:

1.0 Commitment to Patrons and Provision of Excellent Library Services

1.1 Demonstrates commitment to excellence in provision of library services.
1.2 Demonstrates care for and commitment to patrons.
1.3 Promotes mutually respectful relationships between staff, and between staff and patrons.
1.4 Provides guidance, focus and leadership to ensure the provision of excellent library services.
1.5 Takes the necessary steps to provide a safe and caring environment in the Library.
1.6 Takes the necessary steps to provide facilities that enable the provision of excellent library services.

2.0 Library Leadership

2.1 Provides leadership in all matters relating to library services in the Stratford Public Library.
2.2 Ensures that patrons of the Stratford Public Library receive services in accordance with appropriate guidelines for library service in the City of Stratford.
2.3 Demonstrates positive and proactive leadership that has the support of the staff with whom the CEO works most closely.
2.4 Develops and maintains positive and effective relations to ensure the library staff function as an effective and cohesive group.
2.5 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
2.6 Provides leadership to promote clear, consistent expectations that focus on successful provision of excellent library services.
2.7 Undertakes professional development related to the role of the CEO.

3.0 Fiscal Responsibility

3.1 Ensures that the fiscal management of the Stratford Public Library is in accordance with the City of Stratford's regulations and procedures, recognizing that the Library's Treasurer is also Treasurer of the City of Stratford.

4.0 Compliance Mandate

4.1 Ensures that Stratford Public Library is operated in compliance with all legal and board mandates and timelines.
4.2 Reports to the Board as required by Board policy or administrative procedure.

5.0 Planning

5.1 Provides leadership for the development of the strategic plan identified in Board Policy LB 05.
5.2 Ensures involvement of the Board members in the strategic planning process.
5.3 Reports regularly on the progress made toward realizing the strategic plan.

6.0 Personnel Management

6.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy or legislation.
6.2 Ensures effective systems are in place for the selection, supervision, development, and performance review of all staff.
6.3 Makes succession plans to ensure strong future leadership and staffing for Stratford Public Library.

7.0 Policy / Procedures

7.1 Facilitates the planning, development, implementation, review, and evaluation of Board policies.
7.2 Provides leadership in the planning development, implementation, review and evaluation of administrative procedures.

8.0 Chief Executive Officer / Board Relations

8.1 Establishes and maintains positive working relations with the Stratford Public Library Board.
8.2 Supports the Stratford Public Library Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
8.3 Communicates effectively with the Stratford Public Library Board and individual board members.

9.0 Communications and Community Relations

9.1 Establishes effective communication strategies to keep Stratford Public Library Board informed of: key monitoring reports; volunteer and staff successes; local issues; and Board decisions.
9.2 Ensures that open, transparent and positive internal and external communications are in place.
9.3 Ensures that Library patrons and all Stratford residents have the opportunity to provide appropriate advice on the provision of library services and the extent to which the needs of the patrons, residents, and the community are being met.
9.4 Participates in community affairs in order to enhance and support Stratford Public Library Board and promote personal and community development through the use of services provided by the Stratford Public Library.

10.0 Public Relations

10.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of volunteer, staff and Stratford Public Library Board successes.

	POLICY: **Job Description of the Chief Executive Officer / Library Director**		POLICY NO: **LB 04**
	POLICY LEVEL: **Library Board**	LAST REVIEW / REVISION DATE: NOVEMBER 6, 2018	SCHEDULED REVIEW DATE: SEPTEMBER 2027

Job Description of the Chief Executive Officer / Library Director

The Chief Executive Officer (CEO) / Library Director works with the Library Board to provide professional expertise and strategic leadership, innovation and vision in the delivery of effective, high quality, public library service. They plan, organize, direct and evaluate all facets of library operations to meet the needs of the community for public library services within the strategic, policy and financial framework established by the Library Board. The CEO also functions as Secretary/Treasurer of the Library Board. The CEO reports directly to the Stratford Public Library Board. All Library Board authority delegated to staff is delegated through the CEO.

Duties and Responsibilities

The following duties and responsibilities indicate the general nature and scope of work associated with the position. This description is designed to highlight a comprehensive list of the activities, duties and responsibilities required in the role of CEO and Library Director. That said, the role of CEO / Library Director is varied and additional duties are often required.

Commitment to Patrons and Provision of Excellent Library Services

- Demonstrates commitment to excellence in provision of library services.
- Demonstrates care for and commitment to patrons.
- Promotes mutually respectful relationships between staff, and between staff and patrons.
- Provides guidance, focus and leadership to ensure the provision of excellent library services.
- Takes the necessary steps to provide a safe and caring environment in the library.
- Takes the necessary steps to provide facilities that enable the provision of excellent library services

Administration and Board Support

- Ensures the Stratford Public Library is operated in accordance with relevant legislation and best practices.
- Develops policies and procedures to guide efficient and effective library operations
- Establishes and maintains positive working relations with the Library Board.
- Structures and supports the Library Board in performing its role.
- Facilitates Library Board effectiveness through orientation and education.
- Prepares and reports measures of performance and progress to the Library Board and Ministry of Tourism, Culture and Sport as required.
- Communicates effectively with the Library Board and individual board members.
- Performs other duties as assigned by the Library Board.

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Leadership

- Leads the library and ensures the organization is dedicated to excellence and has a steadfast commitment to meet or exceed the performance expectations of all stakeholders – customers, employees, Library Board, City Council and the community at large. Ensures that patrons of the Stratford Public Library receive services in accordance with appropriate guidelines for library service in the City of Stratford.
- Understands and evaluates professional trends and ensures that the library remains at the forefront of innovation, ensuring relevancy to its customers.
- Leads by example and models problem-solving skills and responsibility / accountability through personal example and excellence.
- Nurtures a senior management team that is capable of leading library wide change management and improvement initiatives.
- Develops and sustains an organizational culture that embodies open and two-way communication, customer focus, learning and innovation, accountability, teamwork, respect and trust.
- Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- Undertakes professional development related to the role of the CEO.

Fiscal Management

- Ensures that the fiscal management of the Stratford Public Library is in accordance with the City of Stratford's regulations and procedures, recognizing that the Library's Treasurer is also Treasurer of the City of Stratford.
- Develops the library budget for the approval of the Library Board.
- Aligns the budget with the library's strategic plan.

Planning

- Provides leadership for the development of the strategic plan identified in Board Policy LB 08.
- Ensures involvement of the Library Board members in the strategic planning process.
- Evaluates and reports regularly on the progress made toward realizing the strategic plan.
- Designs and implements a work plan based on the library strategic plan.
- Employs sound project management principals and procedures in the planning and implementation of programs and services.

Personnel Management

- Responsible for all personnel-related issues, save and except those personnel matters precluded by Board policy or legislation. This includes hiring, discipline, dismissal, performance management, and training of staff.
- Works to support a healthy environment and comply with employment laws, regulations and policies.
- Plans for and supports staff development.
- Makes succession plans to ensure strong future leadership and staffing for Stratford Public Library.

Facility Management

- Manges the library environment to enhance the user experience.

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- Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
- Creates and maintains a healthy and safe environment for library users, staff and volunteers.
- Coordinates with City departments to ensure the ongoing operation and maintenance of the library facility and related capital equipment.
- Works with City departments to develop and implement library building and renovation projects.

Partnership Development, Communications, and Public Relations

- Employs a variety of marketing and promotional tactics to raise awareness of the library and its programs and services.
- Develops and encourages strategic partnerships with community organizations.
- Ensures that open, transparent and positive internal and external communications are in place.
- Cultivates a presence and strong working relationship with City Council and staff.
- Ensures that library patrons and all Stratford residents have the opportunity to provide appropriate advice on the provision of library services and the extent to which the needs of the patrons, residents, and the community are being met.
- Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of volunteer, staff and Library Board successes.

Collection Development

- Establishes collection development policies and procedures.
- Oversight of selection, acquisition, organization and maintenance of the library's print, electronic and digital collections.

Technology

- Formulates and implements an ongoing technology planning process.
- Develops strategies and processes for purchasing technology for the library.
- Creates, evaluates and implements policies and procedures for library technology in regards to library service.
- Participates in the Perth County Information Network partnership for Integrated Library System (ILS) and other technology services.
- Liaises with City IT staff and vendors.

Qualifications and Experiences

- A Master of Library and Information Science degree from an ALA accredited institution.
- Minimum 5 years of relevant management experience, including at a senior level within a public library.
- Proven track record in the areas of organizational leadership, strategic planning, operations management, service excellence, finance, public relations and marketing and partnership development.
- Leadership experience in innovative, progressive and successful service and program development and implementation.
- Exceptional communication and presentation skills, both written and verbal.
- Demonstrated understanding of emerging trends, new technologies an advancement in public libraries and customer centered service.

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- Strong working knowledge of library automation, technical services and collection management.
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation and local policies and procedures.
- Demonstrated time-managements skills with the ability to prioritize workloads and meet deadlines with minimal supervision.

Related Documents:

- LB 01 Vision and Mission
- LB 03 Board Job Description
- LB 05 Delegation of Authority
- LG 08 Strategic Planning

ORIGINAL DATE ADOPTED	January 20, 2009
APPROVAL HISTORY	December 9, 2014; November 6, 2018

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Delegation of Authority

Legal References: Public Libraries Act, R.S.O. 1990

Policy References: LB 03 Board Job Description
LB 04 CEO Job Description

1.0 Statement of Delegation

1.1. The Stratford Public Library Board delegates to the Chief Executive Officer (CEO) the right to do any act or thing or exercise any power that the Board may or is required to do or exercise, except any matter which deals with the governance of the Board or which, in accordance with relevant legislation, cannot be delegated.

1.2. Further, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies. The Board requires that any new initiatives must be initially brought to the board for discussion and determination of decision-making authority.

2.0 Areas of Authority

2.1. The Board delegates to the CEO the authority to develop operating procedures in the following major categories:

2.1.1. **General Administration**: General operating procedures deal with system planning matters that affect the whole organization, issues that affect both employees and customers, and the community.

2.1.2. **Customers/Patrons:** These operating procedures deal with all customer matters. Some examples are use of the internet, customer code of conduct, and emergency plans.

2.1.3. **Personnel and Staff Relations**: These human resources operating procedures deal with any matters related to staff members or volunteers.

Procedures describe such issues as hiring of staff, staff records, health and safety, benefits and assistance, professional development, performance appraisal, and recognition.

2.1.4. **Business Administration**: Business administration procedures relate to the management and maintenance of finance, facilities, and information services.

3.0 Accountability

3.1. Within Board Policy 04 CEO Job Description, the Chief Executive Officer leads, executes and monitors activities on behalf of the Stratford Public Library Board.

3.2. The Board holds the Chief Executive Officer responsible through its performance appraisal process.

	POLICY: **Delegation of Authority**		POLICY NO: **LB 05**
Stratford PUBLIC LIBRARY	POLICY LEVEL: **Library Board**	LAST REVIEW / REVISION DATE: NOVEMBER 6, 2018	SCHEDULED REVIEW DATE: SEPTEMBER 2027

Delegation of Authority

The Library Board's official connection to the library staff, its achievement, and conduct will be through the Chief Executive Officer. This policy outlines the nature of the Board's relationship with the CEO.

Responsibility

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(2), the Library Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Stratford Public Library and its staff.

Direction

The CEO is the Library Board's only link to the operation of the Library. As such the Library Board directs the CEO through:

- Decisions made at Library Board meetings, by majority vote
- Approved written policies
- Approved budgets and plans
- The CEO job description

Only official decisions of the full Library Board are binding on the CEO. Decisions or instructions of individual Library Board members are not binding on the CEO.

Authority

The CEO will:

- Take or approve lawful actions in the name of the Stratford Public Library;
- Take actions consistent with the Library Board's mission, vision, values, and policies;
- Be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the Stratford Public Library; and
- Design, implement and manage all operational practices and activities.

The CEO will ensure that the Library Board remains informed on library matters and will provide assurance that the library activities are compliant with legal or fiscal obligations.

In cases of emergency or special circumstances where it is necessary to act outside the terms of a delegated authority outlined here, the CEO is given authority to take such action as necessary to rectify the situation. The CEO is also given the authority to modify any written Emergency or Business Continuity Plans created in advance of this circumstance. All such actions shall be reported immediately to the Chair and then the Library Board. At all times, the Library Board retains its authority as employer and the CEO retains authority over library operations and staff, unless such authority is suspended under federal or provincial legislation.

Accountability

Within Board Policy 04 CEO Job Description, the Chief Executive Officer leads, executes and monitors activities on behalf of the Stratford Public Library Board.

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The Library Board holds the Chief Executive Officer responsible through its performance appraisal process.

Related Documents:

- Public Libraries Act, RSO 1990
- Ontario Employment Standards Act, S.O. 2000
- LB 03 Board Job Description
- LB 04 CEO Job Description
- LG 01 Health and Safety
- LG 08 Emergency Preparedness Policy

ORIGINAL DATE ADOPTED	December 9, 2014
APPROVAL HISTORY	November 6, 2018

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Stratford Public Library Hiring and Management of Employees

Legal References: **Public Libraries Act,** R.S.O. 1990, c.P44, s.15(1);
Ontario **Employment Standards Act,** S.O. 2000, C.41;
Ontario **Human Rights Code,** R.S.O. 1990, c.H.19;
Occupational Health and Safety Act, R.S.O. 1990, C.0.1;
Pay Equity Act, R.S.O. 1990, c.P.7

Policy References: LB 011 Trustee Job Description; LB 012 CEO Job Description;
LB 020 Board Member Conduct

In accordance with the **Public Libraries Act.** R.S.O. 1990, c. P44, s. 15(1): *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

The Stratford Public Library Board delegates operational decisions regarding the recruitment, hiring, management, and dismissal of Stratford Public Library (SPL) employees to the SPL's Chief Executive Officer.

Decisions made by the CEO must be made within the framework of the Board's strategic plan, in the best interests both of the SPL and its customers, and meet any legal requirements.

Such decisions will be reported to the board as part of the CEO's regular board report, or in closed session as appropriate.

1. Recruitment and Hiring

   The CEO shall establish procedures for the recruitment and hiring of staff which:

   a) advertise any position in a manner and to the extent appropriate to attract the interest of suitable candidates;

b) establish hiring processes which ensure that the successful candidate has the characteristics and skills necessary to be successful in the position to be filled;
c) avoid potential or real conflicts of interest with candidates who are current Board members or relatives of current employees; and
d) are in accordance with applicable legislation and Board policies.

2. Management of Staff

   a) When necessary, issues affecting the management of staff shall be brought to the attention of the Board through the CEO's management report to the Board.
   b) Disagreements regarding the treatment of staff which are not resolved at the staff level may be referred through the Chair to the Board for final and binding decisions.

3. Terms and Conditions of Employment

   a) The Board of the SPL determines the terms and conditions of its employees.
   b) The Board shall review the terms and conditions of its employees periodically.
   c) The Board shall approve all changes to the terms and conditions of its employees.

	POLICY: **Hiring and Management of Employees**		POLICY NO: **HR 01**
Stratford PUBLIC LIBRARY	POLICY LEVEL: **Library Board**	LAST REVIEW / REVISION DATE: NOVEMBER 6, 2018	SCHEDULED REVIEW DATE: SEPTEMBER 2027

Hiring and Management of Employees

In accordance with the Public Libraries Act. R.S.O. 1990, c. P44, s. 15(1): A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.

The Stratford Public Library Board delegates operational decisions regarding the recruitment, hiring, management, and dismissal of Stratford Public Library (SPL) employees to the Chief Executive Officer.

Decisions made by the CEO must be made within the framework of the Library Board's strategic plan, in the best interests both of the Stratford Public Library and its customers, and meet any legal requirements.

Such decisions will be reported to the Library Board as part of the CEO's regular board report, or in closed session as appropriate.

Recruitment and Hiring

The CEO will establish procedures for the recruitment and hiring of staff and will:

- advertise any position in a manner and to the extent appropriate to attract the interest of suitable candidates;
- establish hiring processes which ensure that the successful candidate has the characteristics and skills necessary to be successful in the position to be filled;
- avoid potential or real conflicts of interest with candidates who are current Library Board members or relatives of current employees; and
- are in accordance with applicable legislation and Library Board policies.

Management of Staff

- When necessary, issues affecting the management of staff will be brought to the attention of the Board through the CEO's management report to the Library Board.
- Disagreements regarding the treatment of staff which are not resolved at the staff level may be referred through the Chair to the Library Board for final and binding decisions.

Terms and Conditions of Employment

- The Board of the SPL determines the terms and conditions of its employees.
- The Board shall review the terms and conditions of its employees periodically.
- The Board shall approve all changes to the terms and conditions of its employees.

Related Documents:

- Public Libraries Act, RSO 1990
- Ontario Employment Standards Act, S.O. 2000
- Ontario Human Rights Code, R.S.O. 1990
- Occupational Health and Safety Act, R.S.O. 1990

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- Pay Equity Act, R.S.O. 1990
- LB 03 Board Job Description
- LB 04 CEO Job Description
- LB 05 Delegation of Authority
- LB 06 Board Code of Conduct
- Stratford Public Library Staff Manual

ORIGINAL DATE ADOPTED	October 21, 2014
APPROVAL HISTORY	November 6, 2018

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