

	POLICY: <b>Board Job Description</b>		POLICY NO: <b>LB 03</b>
	POLICY LEVEL: <b>Library Board</b>	LAST REVIEW / REVISION DATE: SEPTEMBER 5, 2023	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.

- 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, September 5, 2023