



## 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.