



# Georgina Public Library Board (PLB)

## Terms of Reference

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### 1. Purpose

1. The Georgina Public Library Board (“PLB”) regulates all matters connected with the management of the Library and Library property to provide a comprehensive and efficient public library service reflecting the community’s unique needs, and is governed by the *Public Libraries Act, R.S.O 1990* (the “Act”).

### 2. Meetings

1. The Board meets monthly throughout the year;
2. A minimum of ten (10) meetings per year are required by the Act.
3. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
4. 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.
5. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

### 3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Regulate all matters connected with the management of library branches and library property to provide a comprehensive and efficient public library service reflecting the community’s unique needs, as mandated by the Act;
3. Ensure that the Library is operated in accordance with the Act, Board policies and regulations;
4. Make an annual report to the Minister and any other reports or provide any other information required by this Act and the regulations or requested by the Minister from time to time.
5. Identify and represent local community needs and interests;

6. Ensure the delivery of programs and services that reflect the unique needs and interests of the Georgina community;
7. Approve, champion, and present budgets to Council that provide sufficient levels of funding to ensure quality library service for the Georgina community;
8. Monitor and evaluate the management of the Library within approved budget limits; and
9. Prepare strategic plans and annual reports as necessary.

#### **4. Term & Membership Composition**

1. Appointed by Council, the Board shall consist of nine members composed of:
  - a. One (1) member of Council;
  - b. Eight (8) citizen appointments.

To be eligible to make application and serve on the Board, a candidate must:

- a. be over the age of 18 years,
- b. be a Canadian citizen,
- c. a resident of the Town of Georgina, and
- d. considered eligible in accordance with any other provisions of the Act

Board Members must not be an employee of the Town of Georgina or the Library Board.

2. Secretarial and other support services may be provided by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
5. 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) of the Act; or
  - e. (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.

## **6. Remuneration**

1. \$40.00 per meeting, not to exceed twelve (12) paid meetings per year.

## **7. Member in Good Standing**

1. The rules governing the procedure of the Board and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the Board.

## **8. General Conduct**

1. All members will abide by the Library's Board Members' Code of Conduct Policy and other applicable policies and guidelines.

## **9. Budget**

1. The Board will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council of the Town of Georgina will consider the budget request as provided by the Library Board and, once approved, will allow the Board to manage this budget according to established policies and procedures for doing so.

## **10. Use of Library Logo/Letterhead**

1. The Board shall adhere to the Library logo policy in carrying out the mandate of the Board.

## **11. Authority**

1. The Board shall work within the scope of their responsibilities as set out in this Terms of Reference and the Act. The Board's decision-making authority is granted and defined by the Act.

## **12. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, may apply to bind the members of the Board as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act* or any other act, which pertain to the conduct of officials.

### **13. Procedural By-Law**

1. The rules and regulations contained in the Georgina Public Library Board Policies and Procedures Manual: *Library Board Structure By-law*, shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board.

History: Amended by Council on August 15, 2018