

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.1</b>	Number of Trustees

The Woodstock Public Library Board shall, from time to time, when it is deemed necessary by the Board, make a formal recommendation to the City, of an increase or reduction in the number of trustees sitting on the Board. This number will be no less than nine, no more than fifteen.

Reference:	Public Libraries Act, R.S.O., 1990, c.P.44, s.9-10	
Effective Date:	May 21, 1991	
Motion No. / Date:	91-83	May 21, 1991
Amended Dates:	94-56	June 20, 1994
	03-22	April 14, 2003
Responsibility:	Chairperson	

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:**            **3.**            Board  
**Subsection:**       **3.1**            Composition  
**Paragraph:**        **3.1.3 a**        Officers - Chairperson

The Chairperson shall be elected from the members of the Board at the first meeting of the Board in a new term, by balloting of all members present.

Reference:                    Public Libraries Act, R.S.O., c. P. 44, s.14(3)

Effective Date:              May 21, 1991  
Motion No. / Date:         91-83            May 21, 1991  
Amended Dates:             94-56            June 20, 1994  
Responsibility:             Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:**            **3.**            Board  
**Subsection:**       **3.1**            Composition  
**Paragraph:**        **3.1.3 b**        Officers - Vice-Chair

The Vice-Chair shall be elected from the members of the Board at the first meeting of the Board in each calendar year.

Effective Date:            May 21, 1991  
Motion No. / Date:        91-83            May 21, 1991  
Amended Dates:           94-56            June 20, 1994  
Responsibility:            Board

# WOODSTOCK PUBLIC LIBRARY

## Policy Manual

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.3 c</b>	Officers - Chief Executive Officer

The Chief Librarian of the Woodstock Public Library shall serve as the Chief Executive Officer of the Board.

Reference: Public Libraries Act, R.S.O., c. P. 44, s.15(2)

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.1 Composition  
**Paragraph:** 3.1.3 d Officers - Secretary-Financial Officer

The Chief Executive Officer of the Woodstock Public Library shall serve as Secretary/Financial Officer of the Board.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.15(3)

Effective Date: May 21, 1991  
Motion No. / Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.3. e</b>	Officers - Treasurer

Statement of Policy: The Board appoints the City Treasurer as the Treasurer of the Woodstock Public Library Board and utilizes the services of the City for bookkeeping.

The Treasurer is appointed and bookkeeping services provided in accordance with the following motion passed by the Council of the Corporation of the City of Woodstock at their meeting of June 4, 1992:

That the City of Woodstock is in favour of providing bookkeeping services on a long-term basis.

And further that they recommend that the Board appoint the City Treasurer as the Treasurer of the Woodstock Public Library Board. And that the signing authorities on the Board's bank accounts be the signing authorities for the City of Woodstock as per the banking agreement signed with the Royal Bank of Canada.

It was moved in amendment by Lynne Clark, seconded by Sandra Talbot that the City of Woodstock assure the Woodstock Public Library Board that the Board may withdraw from the Agreement if the Board so desires.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.3 f</b>	Officers - Nominations to fill Vacant Position

Whenever one of the Chairperson's or Vice-Chairperson's position becomes vacant, the Chairperson will appoint a nominating committee to identify candidates interested in serving in the position.

Nominations will also be accepted from the floor after the Committee's report is tabled but before the balloting takes place.

Effective Date:	May 21, 1991	
Motion No. / Date:	91-83	May 21, 1991
Amended Dates:	94-56	June 20, 1994
Responsibility:	Board	

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.4</b>	Eligibility/Qualifications

A person is qualified to be appointed as a member of the Board if that person is:

- at least 18 years old;
- a Canadian citizen;
- a resident of the City of Woodstock
- not employed by the Woodstock Public Library Board, or the City of Woodstock
- not an undischarged bankrupt.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.10(1)  
Corporations Act, R.S.O. 1990. c. C. 38, s.286 (5)

Effective Date:	May 21, 1991	
Motion No. / Date:	91-83	May 21/91
Amended Date:	94-56	June 20, 1994
Responsibility:	Board	



**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.5</b>	Term of Appointment

Board members shall hold office for a term concurrent with the term of the appointing Council or until a seat is declared vacant by the Board.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.10(3)

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21/91
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

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<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.6</b>	Resignation

Resignation should be presented in writing to the appointing body (City Council) and the appropriate Board of Education if required, with a copy to the Chair of the Woodstock Public Library Board.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.7</b>	Disqualification

A Board member is disqualified from membership on the Board, and the member's seat becomes vacant if the member:

- is convicted of an indictable offense;
- becomes incapacitated;
- is absent from the meeting of the Board for three consecutive months without being authorized by a Board resolution;
- ceases to qualify for membership as in section 3.1.4
- otherwise forfeits his or her seat

The remaining members must declare the seat vacant and notify City Council, and/or the appropriate Board of Education that a new appointment is necessary if there are more than 45 days remaining in the term of office.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.13

Effective Date:	May 21, 1991	
Motion No. / Date:	91-83	May 21, 1991
Amended Dates:	94-56	June 20, 1994
Responsibility:	Board	

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<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.1</b>	Composition
<b>Paragraph:</b>	<b>3.1.8</b>	Vacancies

Where a vacancy arises in the membership of the Board, City 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.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.12.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Council

# WOODSTOCK PUBLIC LIBRARY

## *Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.1</b>	Duties of Trustees

- (a) To determine policy of the Library and perform the duties outlined in the Policy Manual.
- (b) To appoint and release the Chief Librarian.
- (c) To prepare the budget with the assistance of the Chief Librarian.
- (d) To present the budget to City Council
- (e) To monitor expenditures
- (f) To determine the future needs of the Library and to prepare a brief report of these needs for presentation at the Annual Meeting
- (g) To promote the interest of the Library in the community.
- (h) To authorize expenditure exceeding \$3,000
- (i) To ratify monthly reports of all Board Committees
- (j) To review and revise Board policies annually
- (k) To prepare an annual report

It is the responsibility of each trustee to become familiar with the Public Libraries Act governing the Board, as well as the By-Laws and Policies of this Board

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21/91
Amended Date:	94-56      June 20, 1994
Responsibility:	Board

# WOODSTOCK PUBLIC LIBRARY

## *Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.2</b>	Duties of the Chairperson

### **1. Statement of Chairperson's Function**

The primary role of the Chairperson of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business in accordance with appropriate legislation and prescribed rules of procedure.

### **2. Chairperson's Responsibilities**

The Chairperson of the Library Board shall be responsible for:

- (a) Presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board.
- (b) Conducting Board meetings in accordance with the Public Libraries Act and other relevant legislation, and with the rules of procedure adopted by the Board.
- (c) Serving as an ex-officio member of all Board committees.
- (d) Acting as one of the authorized signing officers of all documents pertaining to Board business.
- (e) Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
- (f) Determining the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board.
- (g) Ensuring that vacancies on Board committees are filled as expeditiously as possible.

In the absence of specific authority, the Chairperson shall not commit the Board to any course of action.

3. **Term of Office**

The Chairperson shall be elected for a one year term of office. The election shall take place at the first meeting of the Board.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.10(3)

Effective Date:	May 21, 1991
Motion No. / Date:	91-83          May 21, 1991
Amended Dates:	94-56          June 20, 1994
Responsibility:	Chairperson

**WOODSTOCK PUBLIC LIBRARY**

*Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.3</b>	Duties of the Vice Chair

**1. Statement of Vice-Chairpersons Function**

The primary role of the Vice-Chairperson of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, if for any reason the Board Chairperson is unable.

**2. Vice-Chairperson's Responsibility**

In the absence of the Chairperson, the Vice-Chairperson shall be vested with all the powers and shall perform all the duties of the Chairperson.

The Vice-Chairperson shall possess and may exercise such other powers and duties as may, from time to time, be assigned by the Board.

**3. Term of Office**

The Vice-Chairperson shall be elected for a one year term of office. The election shall take place at the first meeting of the Board.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83            May 21, 1991
Amended Dates:	94-56            June 20, 1994
Responsibility:	Vice-Chairperson



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<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.4</b>	Signing Authority

The signing officers of the Board shall be the Chairman and the Secretary-Financial Officer. The Vice-Chairman should have signing authority as well in the absence of either of the aforementioned.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83            May 21, 1991
Amended Dates:	94-56            June 20, 1994
Responsibility:	Chairperson, Secretary-Financial Officer

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.2 Responsibilities  
**Paragraph:** 3.2.5 Conflict of Interest

Where a member of the Woodstock Public Library Board has a direct or indirect pecuniary interest in any contract or staff position, or whose spouse, son, daughter, or any relative who has the same home as the member has such interest, he shall disclose his interest and shall not take part in the consideration or discussion of, or vote on, any question with respect to the contract, proposed contract or other matter, or attempt in any way to influence the voting on any such question.

Effective Date: May 21, 1991  
Motion No. / Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

## **WOODSTOCK PUBLIC LIBRARY**

### ***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.6</b>	Code of Ethics

Statement of Policy: The Woodstock Public Library Board exists to develop, promote and monitor library services as a public trust. To this end, the trustees should be committed to the Library's code of ethics.

1. The primary goal of public library trustees is to ensure that the public has access to the highest quality library services possible.
2. Trustees should ensure that each person has access to the most complete library service possible compatible with equal service for others. Where limitations in service are unavoidable, any inherent inequality of service should favour those residents least able to obtain alternate service.
3. Library trustees should observe ethical standards with truth, integrity and honour.
4. Trustees who have a pecuniary interest must declare that interest in the required manner and remove themselves from closed meetings and from attempting any influence.
5. Trustees should distinguish between their personal views and those of the institution by respecting the position of the Board, even though they may disagree. Once the Board speaks, it speaks with one voice.
6. Trustees should respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting.
7. Trustees should respect the established structure of the library.
8. Trustees should attempt to work harmoniously with the Board and ultimately accept its will.

9. Trustees should limit their trusteeship role to policy governance and advocacy.
10. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
11. Trustees should support intellectual freedom in the selection of library materials.

Effective Date:	May 21, 1991
Motion No. / Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

*Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.2</b>	Responsibilities
<b>Paragraph:</b>	<b>3.2.7</b>	Confidentiality

Trustees owe positive loyalty to the Board which is responsible for governing the Woodstock Public Library and should never divulge its deliberations and decisions to any outside body or person before they are made known to the staff and public through the agreed-upon channels and public communication.

(Specifically, this means that Trustees must accept that decisions are made on a majority basis after due deliberation and that it is the obligation of Board members to abide by and support, rather than undermine them. Equally Board members may not publicly criticize other Board members or Woodstock Public Library staff).

Effective Date;	May 21, 1991	
Motion No. / Date:	91-83	May 21, 1991
Amended Dates:	94-56	June 20, 1994
Responsibility:	Board	

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.2 Responsibilities  
**Paragraph:** 3.2.8 Orientation of New Board Members

Statement of Policy: To provide for an orientation program for new Board members.

New Board Members will be appointed following the Municipal elections or in the event of a vacancy arising for other reasons.

Orientation of new Board Members is a process which should be under the control of the Library Board. The C.E.O. and staff which the C.E.O. designates, will be involved in the performing of the orientation, but the design of the process will be done by the Board.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s.10(3)

Effective Date: May 21, 1991  
Motion No. / Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:**            **3.**            Board  
**Subsection:**       **3.3**            Conduct of Meetings  
**Paragraph:**        **3.3.1**            Annual Meeting

The Annual Meeting of the Board shall be the May meeting.

Effective Date:            May 21, 1991  
Motion No. / Date:        91-83            May 21, 1991  
Amended Dates:           94-56            June 20, 1994  
Responsibility:

# WOODSTOCK PUBLIC LIBRARY

## *Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.3</b>	Conduct of Meetings
<b>Paragraph:</b>	<b>3.3.2</b>	Order of Business

The order of business at the regular meetings of the Board shall be:

- I. CHAIRPERSON'S REMARKS
- II. APPROVAL OF THE AGENDA
- III. DECLARATION OF CONFLICT OF INTEREST
- IV. MINUTES OF THE PREVIOUS MEETING
- V. BUSINESS ARISING FROM THE MINUTES
- VI. CONSIDERATION OF CORRESPONDENCE
- VII. ADMINISTRATIVE REPORTS
  - a. Chief Librarian
  - b. Department Reports to the Chief Librarian
    - Information Services
    - Children's Services
    - Circulation Services
  - c. Statistics
- VIII. COMMITTEE REPORTS
  - a. SOLS
  - b. Employer/ Employee Relations
  - c. Health & Safety
  - d. Ad Hoc
  - e. Grievance
- IX. FINANCE (Approval of Expenditures)
- X. NEW BUSINESS
- XI. NOTICES OF MOTION
- XII. COMMITTEE OF THE WHOLE
- XIII. ADJOURNMENT

Effective Date: May 21, 1991  
Motion No. / Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility:



**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.3 Location and Time of Meeting

1. Board Meetings shall normally be held in the Woodstock Public Library on the third Monday of each month from January to June, September to December, or at the call of the Chairperson.
2. Meetings will normally commence at 5:00 p.m.

Reference: Public Libraries Act, R.S.O. 1990, c. P. 44, s. 16(1), 16(3), 20(e)

Effective Date: May 21, 1991  
Motion No / Date: 91-83 May 21, 1991  
Amended Date: 94-56 June 20, 1994  
Responsibility: Board

## WOODSTOCK PUBLIC LIBRARY

### *Policy Manual*

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.3</b>	Conduct of Meetings
<b>Paragraph:</b>	<b>3.3.4</b>	Notification of Meetings

1. Notice of all scheduled Board Meetings will be delivered to all Board Members 72 hours prior to the meeting.
2. Notice of all Board Meetings will be posted on staff bulletin boards in the Library and system, public bulletin boards at all Library locations and notification sent to local newspapers.
3. Board Members may be notified of Committee or special meetings by telephone.

Effective Date:	May 21, 1991
Motion No./Date:	91-83      May 21, 1991
Amended Dates:	94-56      June 20, 1994
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:**            **3.**            Board  
**Subsection:**       **3.3**            Conduct of Meetings  
**Paragraph:**        **3.3.5**            Agendas

1.     The first item of business will be Approval of the Agenda.
2.     Agendas will be delivered to Board Members prior to the meeting.
- 3.1    Copies of the Agenda will be made available to staff and public on the Monday of the meeting.
- 3.2    Individual copies may be obtained from the Administration upon request.
- 3.3    Copies will also be available at the meeting.

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Amended Dates:           94-56            June 20, 1994  
Responsibility:            Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.6 Delegations Wishing to Appear Before  
the Board

1. Delegations wishing to make a presentation to the Board regarding a specific issue must notify the Chief Librarian of their intention at least a week prior to the meeting.
- 2.1 Delegations will be scheduled at the beginning of the public portion of the meeting.
- 2.2 Presentations will be limited to 5 minutes each with 5 more minutes for questions from the Board Members.
3. The matter addressed by the delegations will be discussed by the Board as a regular part of the Agenda.
4. Delegations can be added to the Agenda at the meeting by amending the Agenda at the pleasure of the Board.

Effective Date: May 21, 1991  
Motion No./ Date: 91-83 May 21, 1991  
Amended Date: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:           3.           Board**  
**Subsection:       3.3          Conduct of Meetings**  
**Paragraph:        3.3.7        Quorum**

Statement of Policy: To define the quorum necessary for the conduct of business by the Board.

1.     The presence of a majority of the Board Members is necessary for the transaction of business at a meeting.
2.     The Chairman is included in the quorum.
3.     When the number of members disabled By Conflict of Interest from participating in the meeting is such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum providing they are not fewer than 2.

Reference:    Public Libraries Act, R.S.O. 1990, c. P. 44, s. 16(5)  
                  Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50, s. 7(1)

Effective Date:            May 21, 1991  
Motion No./ Date:        91-83            May 21, 1991  
Amended Dates:          94-56            June 20, 1994  
Responsibility:            Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.8 Voting

Statement of Policy: To define voting procedures for Board meetings.

1. The Chairman, or Vice-Chairman (when the Chairman is not present), shall vote with other members of the Board on all questions.
2. Any question on which there is an equality of votes shall be deemed to be negative.
3. All votes except elections shall be by show of hands or poll at the discretion of the Chairman.
4. Voting for elections shall be by secret ballot.

Reference: Public Libraries Act, R.S.O, 1990, c. P. 44.

Effective Date: May 21, 1991  
Motion No./Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.9 Open Meetings

Statement of Policy: To provide guidelines for the open conduct of Board meetings.

In accordance with the Public Libraries Act, meetings will be open to the public except when items of a "financial or personal" nature are discussed. Such items will be discussed in the absence of the public.

Reference: Public Libraries Act, R.S.O, 1990, c. P. 44.

Effective Date: May 21, 1991  
Motion No./Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.10 Minutes

Statement of Policy: To provide guidelines for the recording and distribution of Minutes of Board meetings.

1. Minutes shall be recorded by the Secretary/Financial Officer of the Board or his/her designate.
2. Draft minutes of each meeting will be distributed to each Board Member for approval at the next meeting.
3. Approved minutes of each meeting will be signed by the Chair and the Chief Executive Officer and distributed to:

Chief Administrative Officer/City of Woodstock  
Director/Oxford County Board of Education  
Director/Oxford County Separate School Board  
Local History Collection  
Staff Room  
Chief Librarian, Oxford County Library

Effective Date: May 21, 1994  
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Responsibility: Board



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**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.11 Rules of Order

Statement of Policy: To provide rules of order for the conduct of Board meetings.

In all cases for which a policy statement does not exist, Bourinot's Rules of Order shall be the authority.

Effective Date: May 21, 1991  
Motion No./Date: 91-83 May 21, 1991  
Amended Dates: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.3 Conduct of Meetings  
**Paragraph:** 3.3.12 Rescinding Motions

Statement of Policy: To provide procedures for the rescinding of a Board motion.

Motions to rescind previous resolutions require at least 72 hours written notice. A 3/4 majority vote is necessary to rescind a previously approved motion.

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Motion No./Date: 91-83 May 21, 1991  
Amended Date: 94-56 June 20, 1994  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.4</b>	Committees
<b>Paragraph:</b>	<b>3.4.1</b>	Appointment of Board Representatives to Committees

Statement of Policy: To provide a procedure for making appointments to Board Committees.

1. The Chairperson shall request, either at the first meeting of a new Board or in December, a written or verbal indication from each Board member of their preference for appointment to the various standing committees of the Board.
2. Appointments to the committees shall be made at the next regular meeting of the Board.
3. The appointment of Board representatives to Ad Hoc Committees shall be made at the pleasure of the Chairperson.
4. The Chairperson and Vice Chairperson of the Board shall be an ex-officio member of each committee of the Board.

Effective Date:	June 20, 1994
Motion No./Date:	94-56          June 20, 1994
Amended Dates:	
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.4 Committees  
**Paragraph:** 3.4.2 Committee Structure

Statement of Policy: To define the Committees established under the authority of the Board and those to which members shall be appointed.

1. The Standing Committees of the Board shall be:  

Health & Safety  
Grievance
2. Ad Hoc committees may be established from time to time as deemed necessary by the Board.

Effective Date: June 20, 1994  
Motion No./Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Chairperson

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***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.4 Committees  
**Paragraph:** 3.4.3 Committee of the Whole

Statement of Policy: To provide terms of reference for the conduct of the Board when meeting as a Committee of the Whole.

Meetings of the Committee of the Whole will be held In Camera. Subjects listed below will be dealt with by the Committee of the Whole

- 1) Personnel
  - 2) Financial Matters
  - 3) Legal Matters
- Subject to the provision for open meetings in 3.3.9

Effective Date: June 20, 1994  
Motion No./Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Board

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***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.4</b>	Committees
<b>Paragraph:</b>	<b>3.4.4</b>	Health and Safety Committee Terms of Reference

Statement of Policy: To provide terms of reference for Board participation in the joint Health & Safety Committee.

Membership: Two members are appointed by the Board, representing one-half of the total membership of the Committee for a term of 1 year.

Chair: The chairing of each meeting alternates between a co-chairperson chosen by the members of the Committee representing the employer and a co-chairperson chosen by the members of the Committee representing workers.

Meetings: The Committee shall meet once every three months.

Quorum: As determined by the Committee members.

Reference: Occupational Health & Safety Act, R.S.O. 1990, c.0.1.

Effective Date: June 20, 1994  
Motion No./Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Health & Safety Committee

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***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.4 Committees  
**Paragraph:** 3.4.6 **Ad Hoc Committee**  
Terms of Reference

Statement of Policy: To provide terms of reference for ad hoc committees.

Special committees may be appointed by the Board and/or the Chairperson.

Effective Date: June 20, 1994  
Motion No./Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Board

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### ***Policy Manual***

<b>Section:</b>	<b>3.</b>	Board
<b>Subsection:</b>	<b>3.4</b>	Committees
<b>Paragraph:</b>	<b>3.4.9</b>	SOLS Trustee Council Terms of Reference

Statement of Policy: To provide terms of reference for the Board's participation in the Southern Ontario Library Service Trustee Council.

The Southern Ontario Library Service is governed by a 20 member Board consisting of 15 members elected by local Trustee Councils and 5 members appointed by the Minister of Citizenship, Culture and Recreation. The Woodstock Public Library Board will appoint 1 representative to the Thames area Trustee Council.

Trustee Council Terms of Reference

#### **Purpose**

To provide a communication link between SOLS and board regarding SOLS services.

To provide a forum for sharing information.

To provide suggestions and support for trustee training.

To elect three members to the SOLS board according to the terms established in the By-Laws.

#### **Structure and Membership**

The Trustee Council generally meets three times a year in five locations. All public library boards may send a representative. The representative may not be an employee of the board and must meet the qualifications set out in Section 10 of the Public Libraries Act.

#### **Agendas and Reports**

Agendas are sent to council members and include SOLS update, OLTA Update, Roundtable, and Issue Discussion. Following the meeting, a summary of recommendations is sent to members.



**Election Meeting**

Each Trustee Council has three elected representatives on the SOLS Board. A representative is elected for a three year term. Any member of the Trustee Council can stand for election to the board and all members are eligible to vote.

**Officers**

Each Trustee Council elects a chair and vice-chair from among its membership.

Reference: Southern Ontario Library Service Memo, May 31, 1993

Effective Date:	June 20, 1994
Motion No./Date:	94-56                  June 20, 1994
Amended Dates:	
Responsibility:	Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.5 Board Memberships  
**Paragraph:** 3.5.1 Library Trustee Organizations

Statement of Policy: To provide for Board memberships in professional organizations.

1. The Board supports an annual personal membership for the Chairperson, in the Canadian Library Association Trustee's Division.
2. The Board will maintain an institutional membership in the Ontario Library Association and the Ontario Library Trustees Association.

Effective Date: June 20, 1994  
Motion No. / Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.6 Board Privileges  
**Paragraph:** 3.6.1 Library Use

Statement of Policy: To provide guidelines for the use of Library facilities and services by Board members.

1. Board members shall be accorded the same privileges as staff for borrowing, acquisition, use of facilities and attendance at programs.

Effective Date: June 20, 1994  
Motion No. / Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.6 Board Privileges  
**Paragraph:** 3.6.2 Library Use - Retired Board Members

Statement of Policy: To provide guidelines for the use of Library facilities and services by retired Board members.

1. Board Members who retired with 9 or more years service prior to December 1, 2007 shall retain the privileges accorded to current staff .

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Motion No. / Date: 94-56 June 20, 1994  
Amended Dates: 07-60 November 19, 2007  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:**            **3.**            Board  
**Subsection:**       **3.6**           Board Privileges  
**Paragraph:**        **3.6.3**           Reimbursement for Expenses

Statement of Policy: To provide guidelines for the reimbursement of Board members for expenses incurred in the performance of Board business.

1. Board Members receive no reimbursement for attending Board or Committee meetings.
2. Board Members will be reimbursed for any expenses incurred in carrying out their additional duties such as mileage, meal expenses, and conference registration fees, subject to Policy Number 4.4.1.

Effective Date:           June 20, 1994  
Motion No. / Date:       94-56           June 20, 1994  
Amended Dates:  
Responsibility:           Board

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***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.6 Board Privileges  
**Paragraph:** 3.6.4 Indemnity

Statement of Policy: To provide indemnity for Board members.

1. Every Board member of the Woodstock Public Library Board and their heirs, executors, and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Board from and against:
  - a. all costs, charges and expenses whatsoever which such Board member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter of thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his office.
  - b. all other costs, charges, expenses which he/she sustains or incurs in or about in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

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Amended Dates:  
Responsibility: Board

**WOODSTOCK PUBLIC LIBRARY**

***Policy Manual***

**Section:** 3. Board  
**Subsection:** 3.6 Board Privileges  
**Paragraph:** 3.6.5 Board Member Resignation

Statement of Policy: To provide a gift to resigning Board Members according to years of service:

Board members on resignation will be honoured with a gift based on the following years of service.

One Term - small print of the Library and a letter of appreciation

Two Terms - large print of Library and a letter of appreciation

After 6 Years - large print of Library plus a \$50.00 gift certificate and a letter of appreciation

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Motion No. / Date: 94-56 June 20, 1994  
Amended Dates:  
Responsibility: Board