



# Woodstock Public Library Policy

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**Policy Name:** Library Board Recognition

**Category:** Governance

**Version:** 13 October 2020

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to recognizing the contributions of a resigning or retiring Library Board member according to their years of service.

## SCOPE

This policy shall apply to the Woodstock Public Library Board.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

“*CEO*” means the Chief Executive Officer of the Woodstock Public Library.

“*Board Member*” means a member of the City of Woodstock Public Library Board.

“*Library*” means the Woodstock Public Library.

“*Library Board*” means the Woodstock Public Library Board.

“*Term*” means a period of four years on the Library Board.

## POLICY, PROCEDURE AND IMPLEMENTATION

### 1.0 General Principles

1.1 The Library recognizes that Library Board Members are volunteers and devote a considerable amount of personal time dealing with library affairs without compensation. This policy is intended to provide an appropriate method of

recognizing the contributions made to the Library Board when members leave the Board.

## **2.0 Responsibility**

2.1 The CEO is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this policy.

## **3.0 Recognition**

3.1 Members will not be charged overdue fines for library materials during their tenure on the Board.

3.2 Members on resignation or retirement from the Board, will be recognized for their contributions based on the following:

- a) When any member of the Board resigns or retires, a book with a book plate that commemorates their service to the Library, will be added to the collection. The book will be chosen in consultation with the Board member to reflect their interests.
- b) When a Board member resigns before the completion of one term, the recognition shall consist of a small library framed print, and a letter of appreciation from the Board Chair.
- c) When a Board member resigns or retires at the end of one term, the recognition shall consist of a small library framed print, a small gift valued at \$50.00, and a letter of appreciation from the Board Chair.
- d) When a Board member resigns or retires after two or more terms of service, the recognition shall consist of a large library framed print, a small gift valued at \$50.00 for each term served, and a letter of appreciation from the Board Chair.
- e) When the Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a large library framed print, a small gift valued at \$75.00 for each term served as Chair, and a letter of appreciation from the Library Board.
- f) Special recognition of an outstanding contribution to the Library by a resigning or retiring board member may be made by special resolution of the Library Board, regardless of the length of service. The nature and the level of recognition will be at the discretion of the Library Board.

#### **4.0 Province of Ontario Volunteer Service Awards**

4.1 The Library will submit nomination applications for Volunteer Service Awards on behalf of non-elected Board Members in recognition of continuous periods of service on the Board, according to the milestones established by the Province.

### **RELATED DOCUMENTS AND POLICIES**

A. Library Board Code of Conduct

### **DOCUMENT REVISION RECORD**

Developed By:	D. Harvie
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