

Draft SCHEDULE B – BOARD RESPONSIBILITIES

The Board shall ensure that the Library is providing comprehensive and effective public library service that reflects the community's unique needs.

- 1) The Board shall appoint an Auditor annually in consultation with the City and the appointed treasurer.
- 2) The Board shall appoint a Treasurer in accordance with section 15.4 of the PLA.
- 3) The Board shall appoint a Secretary in accordance with section 15.3 of the PLA.
- 4) The Board shall appoint a CEO in accordance with section 15.1 and 15.2 of the PLA. The Board will evaluate the performance of the Library CEO annually.
- 5) The Board shall hold an Annual General Meeting (AGM) once a year and elect officials (Chair, Vice-Chair, Treasurer and Secretary) at said meeting.
- 6) The Board shall approve the draft annual budget prepared by the Library CEO, taking into consideration the guidelines set by City Council, prior to submission.
- 7) Through the Library CEO, the Board shall apply for any applicable funding grants and follow all necessary reporting needs of said grants.
- 8) The Board will ensure that the Library complies with all federal, provincial, and municipal regulations including, but not limited to:
 - § Public Libraries Act, RSO 1990
 - § Municipal Act, 2001, SO 2001
 - § Municipal Freedom of Information and Protection of Privacy Act, RSO 1990
 - § Accessibility for Ontarians with Disabilities Act 2005, S.O. 2005,
 - § Canada Revenue Agency
 - § Ministry of Tourism, Culture and Sport
 - § Occupational Health and Safety Act, R.S.O. 1990
 - § Copyright Act 1985, R.S.C. 1985
 - § Employment Standards Act, 2000, S.O. 2000
 - § Labour Relations Act, 1985, S.O. 1995
 - § Workplace Safety and Insurance Act, 1997, S.O. 1997
 - § Mandatory Reporting of Internet Child Pornography, S.C. 2011
- 9) The Board will ensure that there is a Strategic Plan for the Library. This plan shall be reviewed regularly and updates may be provided to Council.
- 10) The Board endeavours to ensure that programs and services offered by the Library meet the needs of the community and that they align with the goals set out

in the strategic plan.

- 11) The Board shall ensure an appropriate liaison exists between themselves, the Friends of the Library and the Library Foundation.
- 12) The Board will review, develop and approve policies for governance and operational activities of the Library.
- 13) The Board ensures that there is a collection of materials at the Library that meets the needs of the community.
- 14) Signing Collective Agreement
- 15) The Board acknowledges that all staff, other than the Library CEO, are City employees who have been contracted to the Library to provide Library services as may be determined by the Board and otherwise assist the Board in realizing its mandate.
- 16) As employees of the City, staff allocated to the Library will be subject to all City policies, programs, services and benefits.

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