



REPORT TO THE LIBRARY BOARD

MEETING DATE: OCTOBER 28, 2010

Session:	Public Session
Subject:	Policy Review
Prepared By:	Susanna Hubbard Krimmer, Margaret Mitchell
Presented By:	Margaret Mitchell
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

Recommendation

It is recommended that the Board approve the following policies, as found in the Board Policy Manual (September 2010) with no revisions, as part of its cyclical review process:

- G-01 Ends
- G-02 Board-CEO Linkage
- G-03 Executive Limitations
- G-04 Governance Processes
- G-05 Financial Signing Authority (revised format)

Please note that G-05, **Financial Signing Authority**, has been re-formatted to be consistent with current Board policy format. The re-formatted version is included in Appendix 1 of this report and should be inserted in the Board's policy binders in place of the existing version, upon approval by the Board.

Issue and Opportunity

The Library Board has direct responsibility in establishing and maintaining the following categories of policy:

Governance: The Board establishes governance policies which define the unique responsibilities of the Library Board within the organization.

Means: The Board establishes means policies which define: the core values, ethical behaviours and high level legislated requirements and responsibilities; how it will

undertake community consultation, stakeholder relations; and the planning and development of services.

Operational Linkage: The Board establishes high level operational linkage policies that govern areas of Library's operations, where the Board deems itself to have specific accountabilities not delegated to the CEO, in areas of public interest or legislation.

At its September 2010 meeting, the Library Board approved a review schedule for all Board policies which would ensure that during the term of a Board all policies were examined and updated as required.

The policies identified in this report were scheduled to be reviewed in October 2010.

Next Steps

Upon approval, Board policies (G-01 through G-05) will be updated to reflect a new review date of October 2014, based on the established four year review cycle.

Policies scheduled to be reviewed in November 2010, include:

Policy no.	Name	Issue/Last Review date:	Review date:
M-01	Intellectual Freedom	January 17 2007	November 2010
M-02	Diversity (City of London)	February 21 2007	November 2010
M-03	Race Relations (City of London)	February 21 2007	November 2010
C-C-04	Internet Service Access	November 18 2009	November 2010

Title of Policy: Financial Signing Authority

Appendix 1

Policy Type: Governance

Policy No.: G-05

Issuing Date: October 26, 2006

Review Date: October, 2010

PURPOSE :

The purpose of this policy is to establish signing authority as part of the overall financial control and oversight of the Library Board.

DEFINITIONS

“Board” means London Public Library Board

POLICY STATEMENT

It is the policy of the London Public Library Board that an account be kept with the Toronto-Dominion Bank and that

- a) any two of the Secretary-Treasurer, Board Chair, Board Vice-Chair, Assistant Treasurer are hereby authorized for and in the name of the London Public Library Board to draw, endorse, accept, sign and make all or any bills of exchange, cheques and orders for the payment of money;
- b) any two of the above-mentioned officers or persons may on behalf of the London Public Library Board draw drafts, endorse all or any bills of exchange, promissory notes, orders for the payment of money and other instruments whether negotiable or not for deposit or collection or discount for its credit only with the said Bank; and
- c) the Secretary-Treasurer and Assistant Treasurer may arrange, settle and certify all books and accounts with the said Bank and sign receipts for vouchers.

INQUIRIES

board.inquiries@lpl.london.on.ca

DOCUMENT CONTROL

Issued: October 19, 1971 (L71/135.7)

Administrative Title Change: E92/28

Reviewed: