Title of Policy: Governance Processes

Policy Type: Governance
Policy No.: G-04

Effective Date: November 20, 2014  Review Date: November, 2018

PURPOSE:

This policy is specific to how the Library Board will operate and conduct itself as a board to fulfill its governance responsibilities. The policy enables the Library Board to remain focused on its responsibilities and maintain consistent practices.

DEFINITIONS

Board means London Public Library Board.

CEO means the position of Chief Executive Officer & Chief Librarian.

POLICY STATEMENT

It is the policy of the London Public Library that the Board will operate in all ways mindful of its obligations under the Public Libraries Act, the Municipal Act and the Municipal Conflict of Interest Act of Ontario and other legislation, and will be accountable for competent, conscientious and effective accomplishment of its obligations as a governing body.

Board Responsibilities

The Board is responsible for the provision of comprehensive and efficient public library service for the City of London. Only the Board has the authority to act on behalf of the Library; individual board members have no authority to act on their own. The Board’s responsibilities are distinct from those of Library Employees.

Specifically the Board’s responsibilities are to:

a) Be accountable for all responsibilities assigned through the Public Libraries Act, Municipal Act and other relevant legislation;

b) Provide the principal linkage between the Municipal Council and the Library;

c) Be held accountable for the broadest levels of organizational decision-making through the development and monitoring of governance policies, including but not limited to Ends Policies, Executive Limitations, Board-CEO Linkage, Governance Processes and Signing Authority;
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Cost of Governance

The Board commits resources towards governing with excellence. The following costs will be budgeted and expended when appropriate and as needed. Expenditures will be monitored within the budget monitoring cycle of the Library:

- Board meeting costs;
- Training and development, including travel and attendance at workshops and conferences, under the terms of Library policy; and

d) Develop a Strategic Plan, based on community needs and input, to guide the Library’s efforts over a multi-year period;

e) Develop an annual planning cycle which includes the review of all Board Governance and Library Operational Policies, and regular monitoring of progress towards the goals of the Library’s Strategic Plan.

f) Adopt and implement a business plan, along with appropriate operating and capital budgets, based on a sound review of the Library’s anticipated requirements to best serve the needs of the citizens of London, and submit those budgets to Municipal Council;

g) Represent the interests of the community in terms of determining and demanding excellence in the performance of the Library;

h) Engage with the community on an ongoing basis and seek input/feedback through consultation and the receiving of delegations;

i) Define the skills needed in new Board members and articulate them to the appointing body in order to encourage appointments that will assist the Board in achieving its Ends policies and good governance;

j) Ensure that individual members follow and uphold all policies of the London Public Library Board;

k) Orient new members in the Board’s adopted governance process and engage in periodic Board discussion of process improvement; and

l) Learn about the responsibilities of trusteeship through training and opportunities to attend conferences and workshops.
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- Audit and other third party monitoring of organizational performance.

Ethics and Conduct

London Public Library is committed to ensuring that its business is conducted according to the highest ethical, professional and legal standards, in all respects and at all times. These standards are articulated across the Board Governance, Means and Operational Policies and include, but are not limited to:

- Professionalism in work and interactions with others;
- Business and travel expenses;
- Conflict of interest with respect to fiduciary responsibilities;
- Compliance with legislation and legal agreements;
- Communications;
- Confidentiality of information;
- Fraud risk management;
- Integrity of financial information;
- Non-acceptance/giving of gifts and other benefits;
- Partisan and/or political activity;
- Protection and use of Library property;
- Respect for the rights of all people;
- Safe and respectful workplace; etc.

Board Members will conduct themselves in accordance with all Library standards.

Board Performance

The Board will provide orientation, training and development opportunities which will enable individual Board members to build/augment their knowledge and skills with a view to ensuring high level, effective Board performance.

The Board will regularly monitor, discuss and evaluate the Board’s own performance in the context of its primary roles to:

- Define the Purpose, Values and Strategic Goals of the Library;
- Govern the Library;
- Hire and evaluate a qualified CEO
- Make policy within the framework of government legislation and regulations;
- Oversee the library’s business planning and finances;
Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan; and

- Provide good stewardship; and

- Be accountable and transparent in its decision-making.

INQUIRIES
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RELATED DOCUMENTS
Public Libraries Act, R.S.O. 1990, c. P. 44
The Municipal Act, 2001, SO 2001, c. 25

DOCUMENT CONTROL
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Reviewed: October 28, 2010 (L10/72.3)
Reviewed: November 20, 2014 (L14/66)