

LONDON PUBLIC LIBRARY POLICY

Title of Policy: Board - CEO Linkage
Policy Type: Board Governance
Policy No: G-02
Effective Date: September 27, 2018

Review: September 2022

PURPOSE:

This policy defines the decision-making responsibilities that are delegated to the London Public Library (LPL) Chief Executive Officer & Chief Librarian (CEO), by the London Public Library Board (Library Board). These decision-making responsibilities include, but are not limited to, library operations, administration and management, levels of financial authority and accountability, and performance evaluation. This policy ensures the accountability of the CEO to the Library Board in terms of the CEO's personal and operational performance.

SCOPE:

This policy applies to:

- The CEO and;
- Those Executive-level Employees who are from time-to-time authorized to exercise the authority of the position of CEO in accordance with the Board's *CEO Succession Plan Policy*.

DEFINITIONS:

Employee means a person who is employed by the Library and includes all Employees, including Page and Casual Employees.

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POLICY STATEMENT:

It is the policy of the Library that the Library Board's sole official connection to the operational organization, its achievement, and conduct will be through the CEO, whose sole accountability is to the Board.

Delegation to the CEO:

All Library Board authority and accountability delegated to management is delegated through the CEO.

The Library Board deals only through the CEO and will not give instructions to persons who report directly or indirectly to the CEO.

The Library Board will not evaluate, either formally or informally, any Employees other than the CEO.

The Library Board will instruct the CEO through written policies (Ends Policies, Means Policies and Executive Limitations Policies) that provide general direction on what is to be achieved and the values, behaviours and business practices of the Library, allowing the CEO to use any reasonable interpretation of these policies.

In order to facilitate optimum operational effectiveness, the Library Board recognizes that the CEO exercises all authority over and accountability of Employees and Library services and operations. Accordingly, the CEO is authorized to establish all further policies (such as Operational Policies), make all decisions, take all actions and develop all activities, which are true to the Ends, Means and Executive Limitations policies.

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Authority of the Library Board:

Only the Library Board, by majority vote, has authority over the CEO.

Decisions or instructions of individual Library Board members, officers or committees are not binding on the CEO except in circumstances when the Library Board has specifically authorized such instruction, through motion of the Library Board.

If Library Board members request information or assistance without Library Board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a significant amount of staff time or funds or are disruptive to operations, and/or it may be referred to the Library Board for direction.

Ontario Public Libraries Act

The Library Board will appoint the CEO to be Secretary and Treasurer for the Library Board in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44, s. 15 (5).

Municipal Freedom of Information and Protection of Privacy Act

The Library Board delegates all powers and duties granted or vested in the head under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) to the CEO.

The CEO will report, on an annual basis, any actions or decisions undertaken related to MFIPPA.

Monitoring Executive Performance

The Library Board will evaluate the performance of the CEO based on the organization's performance in its entirety and in the following specific areas:

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- Providing exemplary library service that meets the needs of the community as expressed in the Library's Purpose, Values, Strategic Plan and Service Model and;
- Oversight and management of the Library as an organization in compliance with federal, provincial and municipal legislation, and in accordance with the Library Boards' Ends and Means policies, and the Library's Operational policies.

Evaluation is done in accordance with the Library Board's *CEO's Performance Appraisal/ Evaluation Process Policy*.

INQUIRIES:

CEO & Chief Librarian

KEYWORDS:

RELATED DOCUMENTS:

Chief Executive Officer & Chief Librarian Performance Appraisal/Evaluation Process Policy

CEO Succession Plan Policy

DOCUMENT CONTROL:

Approved: October 26, 2006

Reviewed: October 28, 2010 (L10/72.3)

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