



# OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2018-04	Date of Review:	2022
Date Approved:		Chairperson's signature:	

## TERMS OF REFERENCE

### BACKGROUND

The Oxford County Library (OCL) system operates 14 branch libraries within the County of Oxford. The Oxford County Library system and the board was established by By-law #1781, as amended by By-law 5379-2012, in accordance with the **Public Libraries Act**, R.S.O. 1990, chapter P44.

### PURPOSE

The board is responsible for overall governance of the Oxford County Library system. The OCL's purpose being to provide the participating municipalities within Oxford County with comprehensive, efficient public library service reflecting Oxford County's unique needs.

### PROCEDURES

The Oxford County Library Board shall consist of 9 persons appointed by Council of the County of Oxford of whom not more than 5 shall be members of the said Council and the remainder of whom shall be citizen appointees. The Warden shall sit on the Board, ex officio, and shall be included as one of the 5 councillor members on the board. The Warden shall have full voting rights.

A Library Board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed.

#### Section 1: Terms of Reference of the Chair

1. In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44 s. 14(3), a board shall elect one of its members as chair at its first meeting in a new term.
2. The term of office for the chair of the Oxford County Library shall be for one year. The Chair may be reappointed.
3. In accordance with the *Public Libraries Act*, s. 14(4), the board, in the absence of the chair, may appoint an acting chair. See Section 2: Terms of Reference of the Vice Chair.
4. The chair leads the board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.



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5. The chair will:

- a) preside at regular and special meetings of the board
- b) set the agenda in consultation with the CEO
- c) ensure that business is dealt with expeditiously and help the board work as a team
- d) coordinate the CEO evaluation process
- e) share with the CEO the responsibility for conducting board orientation
- f) coordinate the board's evaluation process
- g) represent the board, alone or with other members of the board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the board
- h) not commit the board to any course of action in the absence of the specific authority of the board.

## Section 2: Terms of Reference of the Vice-Chair

- 1. The election of the vice-chair shall take place at the first meeting in each calendar year for the term of one year or the end of the term of the board, whichever comes first.
- 2. The vice-chair will be acting chair for the duration of the absence of the chair.

## Section 3: Terms of Reference of the Recording Secretary

- 1. The Administrative Support Coordinator of the Oxford County Library serves as secretary of the board, as permitted by the *Public Libraries Act*, s. 15(5).
- 2. The secretary acts as the record-keeper to the board.
- 3. In accordance with the *Public Libraries Act*, s. 15(3), the secretary will:
  - a) Conduct the board's official correspondence
  - b) Keep minutes of every meeting of the board
- 4. In addition, the secretary will:
  - a) prepare the agenda prior to each board meeting, in cooperation with the CEO and chair
  - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting
  - c) distribute the minutes to all board members not less than 48 hours prior to the next board meeting.



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## Section 4: Terms of Reference of the Treasurer

1. The County Treasurer serves as treasurer to the board, as allowed by the *Public Libraries Act*, s. 15(4).
2. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the *Public Libraries Act*, s. 14(4), the treasurer will:
  - a) Receive and account for all the board's money
  - b) Open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board
  - c) Deposit all money received on the board's behalf to the credit of that account or accounts
  - d) Disburse the money as the board directs.
4. The treasurer will provide the board with a report of the financial position of the library, monthly or as otherwise required.

## Section 5: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the *Public Libraries Act*, s. 15(2), the Oxford County Library Board appoints the CEO, who shall attend all board meetings and meetings of any committees of the board.
2. The board delegates the authority for management and operations of services to the CEO.
3. As an officer of the board, the CEO:
  - a) does not vote on board business
  - b) identifies community needs and concerns
  - c) supports and facilitates planning and delivery
  - d) recommends policies
  - e) provides general supervision over the direction of the operations of the library and its staff.



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### Related documents:

Oxford County Library Board. Governance Policy Manual.  
*Public Libraries Act*, R.S.O. 1990, c. P44.

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