



# OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL

Board Motion Number:	2022-04	Date of Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	

## BOARD DUTIES AND RESPONSIBILITIES

### BACKGROUND

Section 20 of the **Public Libraries Act** gives the library board the authority to direct and control a public library that provides comprehensive and efficient public library service reflecting the community's unique needs.

### PURPOSE

As the body that bears legal responsibility for the Oxford County Library, the board shall have the following governance responsibilities.

1. Build and maintain a solid framework for the library's operations
2. Define the overall direction and results to be accomplished by the system
3. Delegate authority to the Chief Executive Officer in a clear and safe manner
4. Serve as a bridge between the library and the Council and between the library and the community
5. Evaluate the results achieved by the system
6. Demonstrate accountability to key stakeholders

### PROCEDURES

The library board shall:

1. Determine and adopt written policies to govern the operation of the library;
2. Understand the library-related needs of the community;
3. Determine and adopt an annual Business Plan;
4. Appoint a qualified Chief Executive Officer (CEO), Secretary and Treasurer;
5. Ensure a strong, stable framework is in place that clearly shows how authority is delegated to the CEO;
6. Provide for the annual evaluation of the CEO;
7. Measure whether the programs and activities used to achieve goals and objectives have achieved the intended results annually;
8. Ensure that the necessary resources are available to achieve intended results;
9. Evaluate the board regularly;
10. Ensure that the library is operated in accordance with the **Public Libraries Act, R.S.O. 1990, chapter P44.**