



## **Library Board Mandate**

### **Mandate Statement for the Red Lake Libraries Board**

The Red Lake Libraries Board is appointed by the Municipality of Red Lake and is governed by the Ontario Libraries Act, the Municipality of Red Lake By-laws and other relevant legislation. The Board has the authority for full management and control of the Red Lake Public Library and the Balmertown Public Library and assumes with that authority, the duty to develop policies related to the framework, governance and operation of the Libraries.

#### **Policy development:**

- Determining and adopting written policies to govern the operations and programs of the Red Lake Libraries.

#### **Planning:**

- Identifying Libraries need and approving appropriate plans to ensure that services are responsive to changing circumstances and accessible to all and the community needs are met in the most appropriate and cost effective manner.

#### **Advocacy:**

- Ensuring that the important and essential role of the Library in the community is communicated clearly and that its value and contribution are appreciated and understood by all key stakeholders.
- Understanding legislation that impacts Library operations and taking a role in initiating and supporting legislative change to advance service goals in co-operation with other organizations.

#### **Funding:**

- Developing and recommending to Council required operating and capital budgets and forecasts.

#### **Reporting:**

- Ensuring that accurate records are maintained and submitted as required.
- Reporting regularly to government officials and the general public.

#### **Promotion:**

- Active and ongoing promotion of Library services in the community.

• **Red Lake Public Libraries - Purpose of the Board**

**BYL-2**

**Board motion number:**

**Date of review:**

Date of original motion:

Chairperson's signature: -

The Red Lake Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

The Red Lake Public Library Board:

1. bears legal responsibility for the Red Lake Public library system
2. determines and adopts written policies to govern the operation of the Board and libraries
3. understands the library-related needs of the community
4. determines the goals and objectives of the library and endeavors to secure adequate funds to fulfill these goals
5. fixes and dates the times for regular meetings of the Board and the mode of calling and conducting them, and ensures that full and correct minutes are kept
6. makes provision for insuring the Board's Real and personal property
7. takes proper security for the Treasurer
8. appoints a competent and qualified Chief Executive Officer; evaluates and fixes the rate of pay of the CEO, and if necessary, dismisses the CEO
9. works with the CEO to prepare a budget adequate to carry out the library's goals and objectives and presents this budget to Municipal Council
10. ensures that the library is operated in accordance with the *Public Libraries Act, R.S.O. 1990, chapter 1, P. 44*
11. approves and submits all reports as requested by the Municipal Council or the Government of Ontario