

West Nipissing Public Library  
Bibliothèque publique de Nipissing Ouest

**Title of Policy : BOARD RESPONSIBILITIES**

**Policy Type : GOVERNANCE**

**Policy number : G 4**

The board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

1. The board of the West Nipissing Public Library bears legal responsibility for the West Nipissing Public Library.
2. The board ensures that the library operation is conducted in accordance with the Public Libraries Act and regulations.
3. The board fixes the times and places for board meetings and the mode of calling and conducting them, and ensures that full and correct minutes are kept.
4. The board makes provision for insuring the board's real and personal property.
5. The board takes proper security for the treasurer.
6. The board appoints and, if necessary, dismisses the chief executive of the West Nipissing Public Library.
7. The board approves appointments, promotions and dismissals of library staff on the recommendation of the chief executive officer (see Policy HR 3 Appointments, Resignations, Dismissals).
8. The board formulates and establishes policy.
9. The board establishes salary schedules and, in the process, takes into consideration the views and opinions of the personnel affected (see Policy HR 4 Job Categories and Salary Schedules).
10. The board approves the budget and submits to the appointing council estimates of all sums required during the year for the purposes of the board.
11. The board approves expenditures and authorizes payment of accounts.
12. Procurement of goods and services will be made in accordance with the Purchasing Policy (FI 1). Board approves any unbudgeted items. In the event of an emergency, the chairman and the vice-chairman are empowered to act on behalf of the board.

13. The board approves and submits all reports required or requested by the current Public Libraries Act, by the minister, or by the municipal council. In the event of an emergency, the chairman and the vice-chairman are empowered to act on behalf of the board.

14. The board plans for the future.

<b>Policy History</b>			
Date Adopted :	October 19, 1999	No Change	Amended
Revision Date :	April 12, 2007	✓	
	May 9, 2013	✓	