

PEMBROKE PUBLIC LIBRARY

Board Procedural By-Law

Pembroke Public Library Governing Procedural By-Law

Board Procedural By-Law

Signature of Approval

Procedural By-Law

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Signature of Approval

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GENERAL

The Board

Public Libraries Act

The Pembroke Public Library Board, hereafter referred to as the Board, is established under the *Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended and through City of Pembroke Council Confirmatory By-law 2014-038 on March 24, 2014 [replaces original City of Pembroke Council By-law 664 May 29, 1922 which was not on file]*.

Head Office

The Head Office of the Board shall be at the Pembroke Public Library
237 Victoria Street, Pembroke , ON K8A 4K5

Interpretation

The provisions of the By-law shall be interpreted in accordance with the Glossary of Terms, attached as *Appendix "A"*.

Purpose

Public Libraries Act

With literacy and intellectual freedom as core principles, the purpose of the Pembroke Public Library Board (the "Board") is to set a strategic framework within which it can manage and control the provision of a comprehensive and efficient public library service that reflects the community's unique needs (including French and special services as required). The Board's approach to undertaking this purpose will be in accordance with the *Ontario Public Libraries Act* and as further defined by the Pembroke Public Library ("PPL") Strategic Plan, City of Pembroke Council By-laws/Resolutions, all applicable legislation and Board policies.

Objectives

The Board will provide a comprehensive, efficient, accountable and affordable public library service that reflects the unique needs of the City of Pembroke.



Regulations

The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers

Regulations:

Ability to suspend

If necessity warrants doing so for a specific reason, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Board.

Reference

Where possible, reference to applicable Acts, motions, or procedures have been made.

The following reference materials were used and are indicated throughout the document, actual wording has been identified in quotations and italics:

- The Public Libraries Act, R.S.O., 1990, Chapter P.44 (P.L.A.)
- The Municipal Conflict of Interest Act
- City of Pembroke Procedure By-law 2016-059



BOARD COMPOSITION

Number of Members
*P.L.A. Section 9 City of
Pembroke By-law*

The City of Pembroke approved the composition of the Library Board pursuant to the *Public Libraries Act, R.S.O., 1990, Chapter P.44*.

The Pembroke Public Library Board is composed of a minimum of five (5) members and up to nine (9) members consisting of:

- A minimum of two (2) Members of Council and a number up to “majority less one”,
- up to seven (7) approved by the municipal council from the public at large
- Special Advisory Members as required

Appointments

The City of Pembroke Council appoints all members to the Library Board.

***Eligibility/
Qualifications***
P.L.A. Section 10

“A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,

- a) is at least eighteen years old,*
- b) is a Canadian citizen,*
 - (i) is a resident of the municipality for which the board is established in the case of a public library*
- c) is not employed by the board or by the municipality.*

Police Reference Check

Board members shall require to provide a police record check. Consisting of two forms, one regular and one vulnerable sector see

Appendix D for copies of the forms.

Term of Appointment
*P.L.A. Section 10 City of
Pembroke By-law*

A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one additional term. All Board members can serve a maximum of two consecutive terms of Council [i.e. eight (8) years]. A Board member must be off the Board at least four (4) years before re-applying for a third term.



Board Composition(continued)

Resignations/ Vacancies

P.L.A. Section 12

Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.”

Disqualification

P.L.A. Section 13 and Section 10

“If a board member,

- *is convicted of an indictable offence;*
- *becomes incapacitated;*
- *is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;*
- *ceases to be qualified for membership under clause 10(1)(c); or*
- *otherwise forfeits his or her seat,*

The member’s seat becomes vacant and the remaining

members shall forthwith declare the seat vacant and notify the appointing council accordingly.”



DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board of Directors The Library Board works within the *Public Libraries Act, R.S.O. 1990*. The Board establishes policies to direct the operations of the Pembroke Public Library, in accordance with its purpose and objectives. The Board employs a Chief Executive Officer, who in turn administers the Library under the guidance of those policies.

Responsibilities of the Board of Directors are categorized by the following actions:

Policies

- Determine and adopt written policies to govern the operation and programs of the library. Such policies should include those dealing with personnel, public service, materials selection and financial authorities.

Strategic Planning

- Formulate the strategic goals of the library and approve plan(s) for meeting these goals.
- Understand the program needs of the library in relation to the community.
- Report mechanisms and feedback activities of the library on the achievement of approved plan outcomes.

Advocacy

- Establish, support and participate in planned programs to meet community needs.
- Understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies.
- Be aware of the activities of regional, provincial, and national library organizations.

Funding

- Recommend to Council the Library's annual operating budget and capital forecast.
- Seek diversified sources of revenue, e.g. grants and fundraising, in support of library service enhancements.



Reporting

- Ensure that accurate public records are kept on file and with appropriate local, provincial, or national bodies.
- Be legally responsible for the Library to the Council.
- Report regularly to governing officials and the general public.
- Evaluate the performance of the Library annually.

CEO Evaluation

- Evaluate the CEO's performance annually.
- Provide feedback at the appropriate opportunities throughout the year when the CEO Performance Evaluation Committee requests, in order to assist the Committee in meeting its directive.
- Approve the CEO's final performance evaluation.

Strategic Planning

- With staff support, be accountable for the strategic planning process and strategic plan.
- With staff support, select a facilitator or delegate this task to a Board-appointed evaluation task force or to staff.
- Approve the strategic planning process proposal and timeline.
- Partake in the stakeholder consultations.



OFFICERS OF THE BOARD

Election of Officers Board Motion The Pembroke Public Library Board adopted an election procedure which follows parliamentary rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers.

When two or more Board members are vying for a position, voting will be done by ballot. Two staff members will exit the room to count votes, at least one being the CEO or delegated secretary. The Board may decide to have a Board-appointed scrutineer (a Board member) stand at a distance to oversee the counting. All votes will be sealed in an envelope for shredding at a later time. The successful candidate will be announced.

Chair and the Vice Chair will be elected in the first meeting of the new term, and representative positions and committee seats will be held during the next regular business meeting in a new term.

Chair of the Board *P.L.A. Section 14*

A board shall elect one of its members as Chair in the first meeting of the new term.” The Chair of the Board is elected for a minimum of one-year
The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair.
The Chair is ex-officio member of all committees, and as such, will not be included as part of quorum for any Board committees.

Duties and Responsibilities of the Chair:

- The Chair of the Board shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board.
- The Chair of the Board may vote on any question before the Board.
- The Chair of the Board shall ensure that orientation is provided to the new Board members.
- The Chair of the Board shall initiate the process for the Chief Executive Officer’s annual performance review, as defined in the CEO Performance Evaluation policy.



Officers of the board(continued)

Vice-Chair

The Vice-Chair shall act in the absence of the Chair.

A board shall elect one of its members as Vice-Chair in the first meeting of the new term.” The Vice-Chair of the Board is elected for a minimum of one-year and a maximum of the number of years left in the term OR until a successor is appointed.

The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

Duties and Responsibilities of the Vice-Chair:

The Vice-Chair presides at Board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, for the discussion of any item in which the Chair has declared a pecuniary interest. Performs the remaining duties of the Chair if the Chair is unable for any reason to perform them.

Executive Committee

The Executive Committee consists of the Chair of the Board, the Vice Chair of the Board, the Chair of the Audit Committee, and the Chief Executive Officer as a non-voting member, which:

- (a) May determine matters of an emergency nature provided actions taken are communicated to the Board; and
- (b) May be authorized by motion of the Board to act for the Board from time to time;

However, matters so determined under (a) and (b) shall be ratified by the Board at its next regular or special meeting.



Officers of the board(continued)

Secretary of the Board

P.L.A. Section 15

*“A board shall appoint a secretary who shall,
(a) conduct the board’s official correspondence; and
(b) keep minutes of every meeting of the board.*

The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)”

Duties and Responsibilities of the Secretary of the Board:

- Ensure that the Board adopts a schedule of meetings annually; changes to this schedule shall be authorized by the Board
- Where it has been determined by the Board Chair and Secretary that there are insufficient items for a meeting, the Secretary shall cancel the meeting and provide public notice accordingly
- All Board meetings shall be open to the public and no person shall be excluded, except pursuant to Sections 16.1(4) (a) through (g) of the *Public Libraries Act Ontario RSO 1990*
- Maintain: The Board’s By-laws, policies, minutes, correspondence, lists of members, meeting schedules and other official records;
Advise the Chair on meeting procedures;
- Facilitate meeting arrangements;
- Give notice of Board and Committee meetings;
- Provide agenda packages to the board members one week before the Board and Committee meetings
- Keep minutes of every Board and Committee meeting;
- Comply with parliamentary procedure as required by provincial and federal legislation, City and Library By-laws, Board resolutions and City Service Level Agreements.
- Make annual reports to the Minister and provide any other reports or provide other information required by the PLA as requested from time to time;
- In the absence of the Chair and Vice Chair, call the meeting to order and conduct the immediate election of an Acting Chair.
- The Secretary or his or her designate will be present at all meetings of the Board and its Committees.

Officers of the board(continued)



Treasurer of the Board *A board shall appoint a treasurer who shall,*

P.L.A. Section 15

- (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; and*
- (d) disburse the money as the board directs.*

The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)''

Duties and Responsibilities of the Treasurer of the Board:

- Receive, keep safely and account for all money of the Library;
- Will open bank accounts, deposit money into those accounts;
- Make provision for insuring the Board and real and personal property and proper security for the treasurer
- Disburse funds as required by provincial and federal legislation, City and Library By-laws, Board resolutions and City Service Level Agreements.



COMMITTEES OF THE BOARD

Duties of Committees The purpose of committees is to facilitate the business of the board.

Committees shall operate within the Terms of Reference established and approved by the Board.

Types of Committees The Board operates with two (2) standing committees and may establish ad-hoc committees as it sees fit to discharge its duties.

Standing Committees

- CEO Performance Evaluation Committee
- Audit Committee

Ad Hoc Committees

As required, ad hoc committees may be established by motion of the Board to deal with matters before the Board. An ad hoc committee may have any number of members who are interested in the issue at hand. Ad hoc committees will report recommendations to the Board. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.

Election of Committee Chair The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.

Membership As defined in section 4.2 in the by-laws, the Chair of the Board is ex-officio.

Meetings Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.

Committee Proceedings The Chief Executive Officer shall be the Secretary of all committees and shall appoint a recording secretary as necessary.



Report to the Board

The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

BOARD MEETINGS

Meetings

All Board meetings shall be open to the public.

First Meeting of the Board in a New Term

*P.L.A. Section 14 City of
Pembroke By-law 1985-271*

The Chief Executive Officer of the Pembroke Public Library Board shall call the first meeting of the Board in a new term, in accordance with Section 14 of the *Public Libraries Act*.

Schedule of Meetings

P.L.A. Section 16

The schedule of dates for Board meetings for the year will be provided to members at the beginning of each year. In accordance with the *Public Libraries Act, R.S.O., 1990, Chapter P.44* as amended, the Board will hold at least ten regular meetings each year, "...A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary." These shall be held on the third Thursday of each month at 6:30 p.m. at Pembroke Public Library.

Although uncommon, the Board may decide to change a regular meeting date for reasons deemed acceptable and notice of such meeting will be made to the public via the website.

Special Meetings

- Special meetings of the Board may be held at any time at the call of the Chair or any two members. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board.
- Special emergency meetings may be called with notice
- Notice is twenty-four hours prior to the meeting.
- Lack of receipt of the notice of a special meeting shall not affect the validity of holding the meeting or any action taken there at provided a quorum is obtained.



Notification of Meetings

The notice shall be in the form of electronic and written agendas accompanied by its supporting documents.

This package is prepared by the Chair of the Board, in consultation with the Chief Executive Officer. Any Board member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Executive Officer. Such requests shall then be considered at the Chair of the Board's discretion. Minutes of the previous regular meeting and any special meetings shall be provided to the members in the same manner as the agenda.

Notification of Meetings

The package shall be delivered to the Board member's online site, seven days prior to the upcoming Board meeting. Immediately following, the package shall be distributed among the appropriate library staff and posted on the website for the public.

Lack of receipt of the notice of a regular or special meeting shall not affect the validity of holding the meeting or any action taken there at provided a quorum is obtained.

Attendance

P.L.A. Section 13

Members shall notify the Secretary or designate if they are not able to attend the Regular Board meeting. Attendance of members at meetings shall be recorded.

Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board, shall notify the Council that the seat has become vacant.

Conflict of Interest

Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any matter, which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the agenda review, and recorded in the minutes.



Delegations Wishing to Appear Before the Board

Individuals or groups shall advise the Secretary of the Board in accordance with the Library Board's policy on delegations.

In-Camera

P.L.A. Section 16 City of Pembroke By-law 1995-102, Section 19

At a Board or Committee meeting the Board may move in-camera to discuss a matter that falls within the "closed meetings" provision of the *Public Libraries Act*.

The motion to move in-camera will state the general nature of the matter to be considered in the closed session.

Upon moving out of camera the Board shall "Rise and Report" on motions made in-camera, or "Rise with No Report". Minutes of the in-camera portion of the meeting will be marked confidential and issued to the Board for approval and then filed in a secure place by the Secretary of the Board.

Quorum

P.L.A. Section 16

At all Board meetings, "*a majority of the Board*" must be present to establish a quorum for regular business. If there is no quorum, the meeting may continue as a discussion but any resolutions, motions and decisions must be made at a subsequent Board meeting when a quorum is present.

No meeting will be called with the advance knowledge that there will be no quorum.

Voting

P.L.A. Section 16

Voting is carried out by a show of hands, except when the Board deems it best to vote via ballot, voice or proxy. Voting by proxy will only be used if all Board members agree it is essential due to a time-sensitive matter. If proxy voting is permitted, Board members will submit votes by mail or email, and will not ask a Board member to vote on their behalf. The hard copies of any and all proxy votes will be included as part of the corporate record.

"The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative."

Board meetings(continued)

Procedure for Meetings

The Chair will preside at all meetings of the Board, maintain order, decide whether motions are in order, and rule on all procedural matters.



If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair

If both the Chair and the Vice-Chair are not present within 15 minutes after the time for the meeting to begin, the Secretary will call the meeting to order and will preside for the election of an Acting Chair.

If both the Chair and the Vice-Chair are absent from a Board meeting or are unable to take the chair, the Board will appoint an Acting Chair from among the Members present. The Secretary will conduct the election. While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair.

The Chief Executive Officer shall designate a recording secretary for meetings.

Rules of Order

City Procedure By-law 2016-059 (which encompasses Robert's Rules of Order) unless specifically overridden by the Public Libraries Act (1990).

- All decisions will be made on the basis of motions.
- To make a motion, a member must obtain the floor first.
- Every motion must be seconded by another member.
- A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.

Rules of Order continued

- After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote.
- A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.

Board meetings(continued) Conduct of the Chair

The Chair will:

- call the meeting to order;
- determine the presence of a quorum;



- announce in proper sequence the business that comes before the Board;
- maintain a list of Members who have signalled the Chair that they wish to speak or ask questions;
- recognize Members in the order in which they signalled that they wished to speak or ask questions;
- state and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome;
- protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
- expedite business;
- decide all questions of order;
- respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board;
- declare the meeting adjourned when the Board so votes

Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once

If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, then this is the action the Board must take. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned

Conduct of the Chair

If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.

The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members

Conduct of Members

P.L.A. Section 16.1

- A member will be courteous and will not engage in any action, which disturbs the meeting
- A Member will not:
- use unparliamentarily or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder;
- make any noise or disturbance that prevents Members from being able to participate in the meeting;



- interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order;
- disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board.
- A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair.
- All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair.
- The Chair may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.
- The Chair may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair, “...*the board chair may expel any person for improper conduct at a meeting.*”

Conduct of the Public

Members of the public will be courteous and will not engage in any action, which disturbs the meeting.

Members of the public will not:

- make any noise or disturbance that prevents members from being able to participate in the meeting;
- address the Board without a prior appointment, or without the permission of the Board at the meeting;
- use unparliamentarily or offensive language.

“...*the board chair may expel any person for improper conduct at a meeting.*”



MINUTES AND AGENDAS

Distribution

Board agendas and minutes are public information and will be made available to the public on the Pembroke Public Library website and in hard copy at the Library.

Copies of all the approved Board and Committee minutes, with the exception of confidential minutes of in-camera sessions which have a prescribed distribution, are retained on file in administration for reference by Members or the public. Minutes of all meetings and motions presented are numbered and indexed, by the Secretary, to facilitate ready reference.

Regular Board Meeting Minutes

Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions or corrections are brought to the following full Board meeting for adoption in the minutes.

Committee Minutes

Minutes of Committee meetings are recorded by the appointed recording secretary or a member of the committee as appointed in the Committee's Terms of Reference.

Approval of the Agenda

At the beginning of any regular Board or Committee meeting, the Chair of the Board may announce additional items to be added to the agenda prior to the approval of the agenda.

New Business

A New Business item will be placed on the agenda of all regular Board and Committee meetings. The Chair will ask the Board if there is any new business, and if there are no objections to a particular item or items, such item(s) can be discussed. The Chair may also provide information from time to time under the New Business item, if the Board deems it fit



Use of Consent Agenda

The Pembroke Public Library Board will make use of a Consent Agenda. Every Board member is responsible for ensuring that they have read the supporting documents relating to Consent Agenda items in advance of the meeting to ensure that due diligence is exercised.

When the Chair sets the Agenda (in consultation with the CEO and any Board Members making requests), he or she may assign items to the Consent portion of the Agenda.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely not to require discussion. Examples include:

Approval of the minutes;

Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications

Staff appointments requiring board confirmation.

Reports provided for information only.

Items listed under the consent agenda are adopted in a single motion and the passage of such motion is taken to confirm that.

All recommendations as proposed in the relevant staff reports are approved.

Any Board Member may request the separation of an item from the consent agenda for discussion purposes prior to the motion to adopt being placed or voted upon.

Typical reasons for this request are that the member wishes to ask a question about a report or wishes to have a vote recorded. However, no justification need be given and the issue is not debatable.

Once a request is made, the item is dealt with as a separate Agenda item (either immediately or at a later point in the Agenda, at the discretion of the Chair)



REVIEW AND AMENDMENTS TO BY-LAWS

Conflict, In the event of In the event of a conflict between this By-law and the provision of either the Public Libraries Act or an applicable By-law of the City of Pembroke, the provisions of the Public Libraries Act or the City of Pembroke By-law shall prevail to the extent of any conflict.

Review Revisions to any of the guiding authorities (Public Libraries Act, Roberts Rules of Order, City of Pembroke By-laws) will necessitate a review of the Board By-laws.

Amendments Amendments to the By-laws require a two-thirds vote by the membership, based on 30 days notification.

The By-laws, or amendments to the By-laws are effective at the time of approval by Board motion.



FINANCE COMMITTEE

Purpose of Committee

As a standing committee, the Finance Committee is responsible to the Board for interpreting the goals and objectives of the Board in financial terms, to include budgeting, expenditure and management of funds.

It shall meet at least quarterly to explore and discuss issues related to the financial health of the organization and bring to the Board reports on its meetings and any motions. Members may participate in Committee meetings via conference call as required to obtain a quorum.

To this end, the Committee shall assist the Board by fulfilling the following objectives:

- To review and provide guidance with the preparation of the annual budget request, bring it to the Board for approval and submit it to Council
- To oversee the financial systems and control systems of the library
- To oversee expenditures and revenues via the monthly financial statements
- To oversee the audit process and present the annual audited financial statement to the Board for approval
- To approve and monitor the application of policies for banking
- To monitor the City's insurance policies, which cover the Library's and Library Board's insurance requirements, and to provide input where necessary and report to the Board
- To review funding sources and encourage the continuation of an adequate funding base from existing sources
- To develop and recommend strategies to the Board to resolve ongoing and specific financial issues
- To perform other tasks as assigned by the Board

Committee Membership

Committee membership shall include:

- The Board Chair shall be ex officio
- at least three (3) other Board Members
- Staff (non voting) – CEO / Treasurer



Finance committee (Continued)

Committee Executive

As defined in the Pembroke Public Library Board Procedural By-laws, the Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.

Reporting

Regular reports will be provided to the Board. Motions will be presented where there are specific recommendations related to its mandate.

FUNDRAISING COMMITTEE

Purpose of Committee

To act on behalf of the Pembroke Public Library in order to generate additional funding and other resources to be used by the Library to enhance and enrich services and operations.

To this end, the Committee shall assist the Board by fulfilling the following objectives:

- To review and provide guidance for the annual fundraising program
- To assist with recognition and stewardship of donors
- To recruit appropriate volunteers
- To ensure that the committee operates in compliance with Board policies and regulations
- To establish sub-committees, or advisory groups for specific programs and events that are undertaken to meet fundraising targets
- To perform other tasks as assigned by the Board.

Committee Membership

Committee membership shall include:

- Board Chair (ex-officio)
- At least two (2) other Board Members
- A minimum of one and a maximum of five (1-5) citizen members – number to be determined by the FR Committee based on current needs and to be appointed by the Board
- Staff (non voting) – CEO
- Advisors (non voting) – Any resource persons whose contributions are deemed to be relevant by the Committee



Term of Office

The term of office for Citizen members of the FR Committee will be one (1) year with the possibility of renewal of committee membership for a maximum of one further term (a total of two [2] years maximum) with the permission of the Board via motion. Having served the maximum number of terms, a previous member can apply to be considered again for membership only after an absence from the committee for one year.

The term of office for Board members of the FR Committee will be approximately one (1) year with the possibility of renewal of committee membership for a maximum of three further terms (a total of approximately four [4] years maximum) concurrent with their term on the Board, and terminating when their term of office terminates. Further terms can only be allowed with the permission of the Board via motion, in order to ensure that all Board members have the opportunity to participate in the FR Committee should they wish.

Committee Executive

As defined in the Pembroke Public Library Board Procedural By-laws, the Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.

Reporting:

Regular reports will be provided to the Board. Motions will be presented where there are specific recommendations related to its' mandate.



APPDENDIX



GLOSSARY OF TERMS

APPENDIX A

<i>Abstain</i>	To decline to vote for or against a motion.
<i>Acclamation</i>	Unanimous election to office without the need for a vote, where only one candidate is nominated and agrees to stand.
<i>Adjourn</i>	To end the meeting.
<i>Agenda</i>	A list of items of business to be considered at a meeting, arranged in the order in which they are intended to be addressed.
<i>Amendment</i>	A formal proposal to change the words of a pending motion.
<i>Board</i>	The Pembroke Public Library Board of Members.
<i>Casting vote</i>	A single vote (usually the prerogative of the chair) that decides an issue when the vote has resulted in a tie.
<i>CEO</i>	The Chief Executive Officer of the Board.
<i>Chair</i> <i>P.L.A. Section 16(6)</i>	For purposes of the Board, the Chair of the Board. For purposes of meetings, the person who presides over the meeting. <i>“The Chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”</i>
<i>Committee</i>	Any committee, task force or work group appointed by the Board.
<i>Commission,</i>	
<i>Community Services</i>	The head of the community services division of the City of Pembroke who serves as the liaison between the City and the Library, by providing guidance and support to the Pembroke Public Library CEO and Management team
<i>Council</i>	The Council of the City of Pembroke.
<i>Delegation</i>	One or more members of the public who address the Board.



GLOSSARY OF TERMS	APPENDIX A
<i>Ex officio</i>	By virtue of office or position.
<i>Floor, on the</i>	The current subject of debate.
<i>Floor, to have the</i>	To have the right to speak without interruptions except on a Matter of Privilege or a Point of Order.
<i>In-Camera</i>	That meeting or part of a meeting that is held in private and closed to the public in accordance with the provisions of the <i>Public Libraries Act Section 16</i> . Only Board Members and persons authorized by the Board (e.g. Chief Executive Officer) may be present at an in-camera session).
<i>Library</i>	The Pembroke Public Library.
<i>Member</i>	A member of the Pembroke Public Library Board.
<i>Minutes</i>	The legal record of the Board's, or a committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.
<i>Motion</i>	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
<i>Move</i>	To formally propose a motion or amendment.
<i>Mover</i>	The person who proposes a motion or amendment.
<i>Notice of motion</i>	Formal advice to the Board that a Member proposes to move a motion at a future meeting. Usually includes the wording of the proposed motion.
<i>Objection</i>	A way for a Member to express disagreement with a proposed course of action or ruling by the Chair.
<i>Order</i>	Behaviour in a meeting, which allows Members to conduct business without disruption.
<i>Order paper</i>	Agenda.



GLOSSARY OF TERMS	APPENDIX A
<i>Order, call a Member to</i>	A way for the Chair to point out to a Member that he/she has broken the rules or is speaking out of turn.
<i>Order, call the meeting to</i>	An announcement by the Chair to indicate that he is about to start the meeting. Also, a way for the Chair to enforce discipline on the meeting after the rules have been broken.
<i>Order, point of</i>	A way for a Member to draw attention to a breach of the rules.
<i>Precedence</i>	The order in which motions and amendments are discussed and voted on.
<i>Quorum</i>	The minimum number of Members who must be present at a meeting to make the proceedings valid.
<i>Recess</i>	A break during a meeting.
<i>Recorded vote</i>	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion. A way for a Member to protect himself or herself legally by having his or her vote against a motion recorded in the Minutes. Must be requested immediately before the start of voting.
<i>Rescind</i>	To revoke a previous decision.
<i>Resolution</i>	A motion that has been moved seconded and carried.
<i>Rise and Report</i>	The act of stating verbally and in the minutes of a meeting what transpired during an in-camera session with the approval of the Board once ex-camera.
<i>Ruling</i>	A decision by the Chair on a procedural point. May be appealed by any Member, in which case the ruling is immediately put to a vote without debate.

GLOSSARY OF TERMS**APPENDIX A**

<i>Second, Seconder</i>	To formally endorse a motion or amendment immediately after it has been moved. The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that he or she agrees that it should be considered.
<i>Secretary</i>	The Secretary of the Board.
<i>Show of hands</i>	The usual way of voting. Those for and those against the motion are asked in turn to raise their right hands. The hands are counted, the result announced, and the motion declared either carried or lost.
<i>Simple majority</i>	One more than half.
<i>Special Board Meeting</i>	From time to time it may be deemed important to convene a special meeting of the Board to address a topic or an agenda that does not adhere to the items listed on the agenda of regular Board meetings. All procedures regarding notice of meeting, approval of agenda, and approval of minutes will apply but the Chair may determine, with Board approval, that matters under consideration should be discussed more informally, under conditions of freedom approximating those of a committee.
<i>Tie vote</i>	An equal number of votes for and against a motion.
<i>Time limit</i>	The maximum time allowed for a speech by an individual Member, set by the Chair. The time previously established to adjourn the meeting may be extended by motion to do so.
<i>Treasurer</i>	The Chief Financial Officer of the Board.
<i>Two-thirds majority</i>	Two-thirds, or the closest whole number that is greater than two-thirds.



GLOSSARY OF TERMS		APPENDIX A
<i>Unparliamentarily</i>	Words or expressions which are disrespectful or language offensive. Includes swearing and derogatory and racial remarks.	
<i>Vice-Chair</i>	The Vice-Chair of the Board	
<i>Voting</i> <i>P.L.A. Section 16(6)</i>	See show of hands. <i>“The Chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”</i>	



TERMS OF REFERENCE FOR BOARD COMMITTEES APPENDIX B

CEO Performance Evaluation Committee

Purpose of Committee

As a standing committee the CEO Performance Evaluation Committee, chaired by the Board Chair, is responsible for conducting, on behalf of the Board, the annual CEO's performance review.

The review is prepared and conducted by the CEO Performance Evaluation Committee with input from the full Board. The past Chair's input is specifically sought in the year following a change of Chairship.

The Committee meets with the CEO at a minimum of three times per performance cycle year:

- Initially, and at the start of the new performance cycle, to set specific targets for the objectives identified in the most recent review
- For a mid-performance cycle progress update
- At the end of the performance cycle, which consists of written reports from the CEO and the Board Chair and a formal interview. In preparation for this meeting, and at least one week prior to the interview, the documents prepared by the Board Chair and the CEO are exchanged.

In preparing the review, consideration is given to:

- Initiatives that span across performance cycles
- Performance of the duties described in the accountability matrix/job description
- Achievement of the objectives and targets for the year as noted in the previous year's review
- Achievement of Board approved Business Plan Initiatives for the period under review

Setting Future Goals

The year-end review will set goals for the following year:

- a. Business Plan Initiatives to be achieved in the upcoming year
- b. Other objectives to be accomplished
- c. During the interview the CEO and CEO Performance Evaluation Committee develop mutually agreed upon personal professional development for the future period

Opportunity should be taken at this time of the review to verify the currency of the accountability matrix/job description for the position, plus the two (2) key accountability policies - Executive limits and Financial Authorities.

Following the interview, a summary of the review and the objectives for the upcoming year are verbally presented by the Board Chair to the Board of Directors in an "in-camera" session. Also, if applicable, a salary increase is recommended.

Committee Membership

Committee membership shall include 4 representatives:

- Chair
- Vice Chair
- 2 Additional Board Member



Reporting

Regular reporting will be provided to the Board. Motions will be presented where there are specific recommendations related to its mandate.



CEO JOB DESCRIPTION

APPENDIX C

CEO JOB DESCRIPTION:

Job Title: **CHIEF EXECUTIVE OFFICER & BOARD SECRETARY-TREASURER**

Reports to: Pembroke Public Library Board via the Chair of the Board

Position Summary

Reporting to the Pembroke Public Library Board, the CEO is responsible for the administration, operations, planning and financial management of the Pembroke Public Library and advancing the Library's goals and strategic direction in a manner that reflects the organization's mission, vision and values. The CEO serves as Secretary-Treasurer and advisor to the Library Board and is its primary representative to the community, community organizations, media, municipal administration, including municipal administration of For Service Contract, and other levels of government and professional organizations.

Duties and Responsibilities

The duties and responsibilities indicate the general nature and scope of work and shall not be construed to be all of the work requirements that may be inherent in this position.

Administration and Board Support

- Ensures that the Library is operated in accordance with relevant legislation and best practices
- Secretary to the Board recording minutes, drafting board correspondence, preparing Board packages, sending memos, coordinating meetings, preparing reports, photocopying and all other duties as required
- Prepares monthly board meeting agenda in consultation with Board Chair and makes recommendation for agenda items to the Chair
- Policy development: advises, develops and writes policy in consultation with Board
- Develops procedures to guide efficient implementation of board directives and library services
- Cultivates a healthy, mutually empowering relationship with the Library Board
- Facilitates Library Board effectiveness through orientation, education and long-term planning
- Prepares and reports measures of performance and progress to the Board
- Prepares and presents CEO monthly reports, including monthly statistical reports on library operation, activities, meetings, conferences, training, and items of concern or interest
- Prepares an annual report
- Reports annually to the Ministry of Tourism, Culture and Sport to secure the provincial grant and researches various grant programs, prepares necessary applications/correspondence and administers all ongoing and approved grant programs
- Attends all Board meetings

Leadership

- Provides vision and guidance to library staff, board members and the community
- Contributes to effective decision making regarding library services and resources
- Leads and empowers library staff to deliver effective, high-quality service
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders



- Seeks educational and continuous improvements opportunities for self-directed learning, personal and life-long learning
- Keeps abreast of new developments in librarianship
- Networks and interacts with various library related organizations: OLA, SOLS, OLSN, Renfrew County CEO Library Committee, Ministry Tourism, Culture and Sport
- Ensures current policy requirements in place as mandated by legislated acts

Financial and Fiscal Responsibility

- Performs the duties of Treasurer to the Board, in accordance with the current Public Libraries Act
- Administers the Library budget, including all capital project expenditures ensuring cost effectiveness of services and operation
- Serves as Signing Authority for the Board
- Establishes strategic financial management processes, using sound business and financial judgement
- Receives and accounts for all money received on Board's behalf to the credit of the Library accounts. Disburses money as Board directs, processing all expenditures in accordance with accounting practices and procedures City of Pembroke
- Liaises with Treasurer, City of Pembroke and Auditor in preparation of yearly audit, ensuring all required files are maintained and yearly delivered to facilitate auditing process. Meets with Auditor for Audited Financial Statement review
- Develops and prepares the library budget in conjunction with the Board based on present and anticipated needs, operation and capital
- Participates and/or presents in budget presentations with municipal funders, supplying facts and figures, analysis and comments
- Identify options for generating additional revenue to support special project needs and/or funding gaps, and initiates special fundraising initiatives
- Prepares bi-weekly payroll and forwards to City Payroll
- Prepares monthly Financial Reports for review
- **Pay Equity** - Maintains Pay Equity Plan

Planning

- Assists board to assess and understand library needs
- Analyzes library strengths and weaknesses
- Evaluates, designs and implements ongoing planning, aligning with the Board's strategic plan, goals and objectives, community needs and municipal priorities
- Employs sound project management principles and procedures in the planning and implementation of programs, services and activities
- Plans, organizes, directs and evaluates library programs, services and activities and allocates resources to ensure the effective and efficient operation of the library, including the library's ILS (Integrated Library System)
- Oversees Children/Teen Dept. program delivery
- Yearly develops list of Goals and Objectives for coming fiscal year and presents to Board

Personnel Management

- Supports an organization structure that enables a culture of teamwork and exemplary service
- Builds a strong relationship that recognizes board authority and respects CEO expertise



- Plans, directs and supports staff development to gain the necessary competencies in new technologies, skills, e-resources and other training needs
- Develops policies that support a healthy work environment and comply with employment laws and regulations
- Establishes and maintains personnel practices and directs the hiring, training, performance appraisal, promotion, transfer, discipline and termination recommendations/decisions of staff in accordance with the Collective Agreement, provincial and federal legislation
- Advises the Board of staffing requirements, ensures appropriate staffing schedules
- Acts as the liaison between staff and Board
- Authorizes and prepares work and vacation schedules and authorizes leave of absences
- Contributes input to succession management

Labour Relations / Union Negotiations:

- Directs and leads Collective Bargaining Management Committee on behalf of the Board and works with the Negotiating Committee through the bargaining process stages, providing Board direction, resources, reports
- Is present at all stages of bargaining process
Ensures Board awareness of progress in negotiations and prepares reports as required in the negotiating process
- Administers the Collective Agreement CUPE Local 24-02, representing the Pembroke Public Library and the Pembroke Public Library Board
- Attends all Labour Management meetings
- Handles all grievances and keeps the board informed on issues

Public Relations / Community Development / Media

- Promotes and advocates for the library and library services in the community
- Applies and models customer service and problem solving skills to enhance user satisfaction
- Enforces the library's policies and procedures in the supervision of public service
- Manages efficiency and effectiveness of all library services and connects the work of all service areas with the organization's decision-making processes
- Ensures that open, transparent and positive internal and external communications are in place
- Employs a variety of marketing and promotional tactics to raise awareness of the library and its programs and services, including social media
- Manages and advocates for programs and outreach services that advance the Library's mission
- Understands local issues, the implication of community demographics and the contribution of community groups
- Establishes strategic partnerships and relationships with community groups and leaders
- Participates in a community service club and enrolls as member enabling networking opportunities for library
- Manages, designs and/or implements outreach services and library programs for targeted groups, community, and organizations identifying community needs and concerns
- Manages and directs volunteer program
- Cultivates a presence and relationship with municipal council and staff
- Selects and applies the most appropriate and effective communication skills to meet situational needs



Collection Development

- Establishes collection development policies and procedures
- Manages the processes by which library materials are ordered, received and tracked
- Establishes procedures and resources to support the acquisition of library materials
- Ensures the collection is properly maintained, organized and insured
- Oversees management of the Integrated Library Operating System (ILS) ensuring operational collection control
- Establishes the functions associated with tracking the expenditures and accounting for acquisition
- Selects Adult materials: books, periodicals, e-book and all library digital resources for acquisition
- Oversees and makes recommendations for all library material acquisitions
- Executes weeding/de-selection and inventory processes

Health and Safety

- Follows all guidelines for employees and employers as legislated under Ontario Occupational Health and Safety Act
- Creates a healthy and safe environment for library users and staff
- Liases with staff Health and Safety representative
- Ensures all in-services training as legislated by OHS, MOL, AODA – First Aid/CPR/Defibrillator/Accessibility

Facility Management

- Creates and manages library environment to enhance the user experience
- Implements AODA and accessibility
- Manages and supervises the ongoing operation and maintenance of the library building and related capital improvements
- 1st Responder to security and fire alarms 24/7

Technology

- Manages technology planning and processes
- Develops with IT Services strategies and processes for new technological advancements, troubleshooting, equipment needs,
- Creates, evaluates and implements policies and procedures for library technology
- Ensures all technology is working and approves all maintenance and upgrades
- Liaises with IT Services staff member for discussion, updates, troubleshooting of all library technology and new technological advances on the horizon
- Keeps abreast of all new technology advances that may enhance library service and delivery

Physical

- Strength, for example, to push loaded book cart and to lift or maneuver onto cart loads up to 50 pounds and to move or carry cartons of books up and down stairs.
- Ability to bend, stoop and lift for prolonged periods.
- Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to stand for extended periods of time.

Other



- Vulnerable Sector Screening Certificate and Criminal Record Check required.
- Ability to work a schedule that includes weekday, evening and weekends hours.
- Confidentiality Statement signing required.

Use of Technical Equipment

- Office and public computers and network databases.
- Circulation Desk devices: scanners, security demagnetizer/magnetizer, slip-printer
- Network and non-network printers, photocopier.
- Multi-line telephone system / Fax machine
- General office equipment (paper cutter, laminator)
- Key-activated elevator
- Security and Fire Alarm System (library building)
- Knowledge of E-readers, laptops, tablets, MP3, current e-devices
- Microfilm reader
- Accessibility visual aids (large print keyboards, Optilec viewer, computer software (Dragon Speak and Say)

Qualifications and Experience

- Master's Degree Library Science Information Studies (MLIS). Or an equivalent combination of education and relevant library experience with a minimum of 5 to 10 years' senior management experience in a public library, including 3-5 years of administrative experience in a unionized environment.
- Excellent communications and marketing skills for engagement with public, staff, board and funders
- Strong organizational, consensus-building, problem solving and leadership skills
- Ability to work in an environment requiring frequent interactions with the public and the need to respond to unexpected circumstances.
- Ability to work with interruptions, on multiple projects simultaneously, and under tight deadlines
- Proven skills in all aspects of supervision including team leadership, training, and hiring, evaluating, coaching, motivating staff including unionized environment
- Demonstrated knowledge and experience in principles of accounting, budgeting and financial planning
- Proven history of partnering with community organizations in the provision of programs, services
- Strong skills and knowledge of public services, technical services, programming, marketing and outreach, and advocacy
- Knowledge of legislation guiding public library service in Ontario



CEO – BOARD EXECUTIVE LIMITS:
HUMAN RESOURCES AND FINANCE

APPENDIX D

The Library Board establishes CEO “executive limits” for Human Resources (HR) and Finance relating to the CEO’s decision-making authority, both of which are contained in the CEO Job Description contained within the Board By-laws.

HUMAN RESOURCES EXECUTIVE LIMITS

The CEO will recommend, for Library Board approval,

- (a) Philosophy of Compensation, documented as a separate Board policy.
- (b) any substantive changes to the Library’s current method of Job Classification.
- (c) changes to the Library’s Pay Schedule and Benefits program, and unbudgeted additions to the Staff Complement
- (d) exception: any change to the CEO’s compensation is recommended to the Library Board through the Board Chair.
- (e) only those changes to the Organizational Structure that significantly affect the overall system of administration.



BOARD MEMBER POLICE CHECK LETTER-

APPENDIX-E

Ontario Provincial Police

Pembroke Detachment
77 International Drive
Pembroke, Ontario
K8A 6W5

To whom it may concern:

The applicant is requesting to be considered for a Board Member positions at Pembroke Public Library.

He/She has consented to disclosure by the Ontario Provincial Police to the Pembroke Public Library of all police record information.

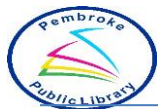
Please perform a Vulnerable Sector Check of this individual. Any information contained in the resulting report will not be released without explicit authorization from the applicant.

Re: Vulnerable Sector Screening Check for: _____

CEO: _____

Pembroke Public Library

Date: _____



POLICE VULNERABLE SECTOR CHECK APPENDIX-F

See attached PDF File for Police check



Ontario
Provincial
Police

Police Vulnerable Sector Check

Personal information contained on this form is collected pursuant to the Police Services Act, s.41 and Federal and Provincial privacy legislation and is collected for the purpose of processing the Police Vulnerable Sector Check. Information related to this check will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.

This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "Vulnerable person" means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the Criminal Records Act.

This check will include the following information as it exists on the date of the search:

- RCMP National Repository of Criminal Records, including the Pardoned Sex Offender Database - Pardoned criminal convictions as per the Schedule of the Criminal Records Act, including non-sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness
- Canadian Police Information Centre (CPIC) (Intelligence and Investigative Databases)
- Outstanding entries, such as charges and warrants, judicial orders, family court restraining orders, Peace Bonds, Probation and Prohibition orders
- Absolute and Conditional Discharges (1-3 years) from local police databases
- Criminal charges resulting in dispositions and non-completion including, but not limited to: Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident where no charges were laid

Applicant Information

Last Name		First Name	
Middle Names			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Maiden Name or other Last Names used		Name commonly used or other First Names	
Address Unit No.	Street Number	Street Name	PO Box
City/Town		Province/State	Postal Code/ZIP Code
Date of Birth (yyyy/mm/dd)	Country of Birth	Telephone	Email Address

Addresses for the Last Five (5) Years (if different from above)

Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)
Unit No.	Street Number	Street Name	PO Box	From (mm/yy)
City/Town		Province/State	Postal Code/ZIP Code	To (mm/yy)

Purpose of the Record Check

I am an applicant for a paid OR volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons. Agency/organization stamp affixed or letter attached

Title of employee/volunteer position

Description and details regarding the responsibilities towards children or vulnerable person(s)

Identification

<input type="checkbox"/> Identity of applicant has been verified	Name of organization/agency
Telephone	