London Public Library

REPORT TO THE LIBRARY BOARD

SEPTEMBER 24, 2026

SUBJECT: Board Governance Policy Review - Executive Limitations

PURPOSE: For Approval

PREPARED BY: Governance Committee

PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

It is recommended that the Library Board approve the Executive Limitations Policy.

BACKGROUND

This policy provides the framework for the CEO's management of the Library. The current policy, summary of changes and revised policy are appended.

NEXT STEPS

This policy is scheduled to be reviewed in September of the final year of each Library Board's term.

CURRENT POLICY

PURPOSE:

This policy defines the executive scope of action and limitations of the Chief Executive Officer & Chief Librarian (CEO) and contributes to the accountability of the CEO.

DEFINITIONS:

Assets means property assets and includes all tangible capital assets, e.g., land, buildings, collections, furniture, equipment, technological infrastructure, and electronic assets, and financial assets of the London Public Library Board (Board).

Employee means a person who is employed by the London Public Library (Library) and includes all employees, including pages and casual employees.

Volunteer means a person who voluntarily extends his, her or their services to actively support the Library, and who does so without remuneration. While Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they are members of the Board as an entity and will be referred to collectively as the Board, as they have roles and responsibilities that are different from those of other Library Volunteers.

POLICY STATEMENT:

It is Library policy that the CEO is required to act according to the highest ethical, professional and legal standards, in all respects and at all times. It is therefore required that the CEO not cause or allow any practice, activity, decision or organizational circumstance that is either imprudent or unlawful, or in violation of commonly accepted business ethics, the *Ontario Public Libraries Act, RSO 1990, c P.44* (Public Libraries Act) or other relevant legislation, and/or legal agreements and/or contracts, including the contractual agreement with the CUPE Local 217, the Library Employees' Union.

Asset Management and Protection

The CEO shall ensure that the Assets of the organization are protected, adequately maintained, and not unnecessarily risked.

Property Assets:

The CEO shall secure all Board Assets and accordingly ensure that:

- land and facilities are secure and well maintained and are not subject to improper use, wear and tear or improper maintenance;
- the Library has a *Records Management Policy* and retention/disposition procedures in place to protect intellectual property, information and files from unauthorized access, loss or significant damage;
- appropriate action is taken in response to theft or damage to Board Assets;

- the insurable Assets of the organization are insured against losses for replacement value; and,
- surplus collections, furniture and equipment are disposed of in a practical and advantageous method.

Financial Assets:

The CEO shall ensure that:

- the Library, its Employees, and the Board are not unnecessarily exposed to claims of liability and that adequate third-party liability insurance is in place for protection;
- the Library's *Fraud Policy and Risk Management Plan* is in place;
- effective internal financial-control systems are in place to protect the organization;
- adequate internal financial controls that meet the standards of the organization's auditors are in place, and that these controls are tested at periodic intervals; and,
- investments are made in a manner consistent with the *Library's Investment Policy*.

Purchases

The CEO shall ensure that purchases are consistent with the Library's *Procurement of Goods and Services Policy.*

Budgeting and Forecasting

Budgeting shall consider the short- and long-term financial health of the organization.

Budgeting in any fiscal year or the remaining part of any fiscal year shall not (1) deviate materially from Board priorities or the requirements of the *Public Libraries Act* and/or other relevant legislation, (2) risk fiscal jeopardy, or (3) fail to show a generally acceptable level of foresight.

The CEO shall ensure that:

a) all budgets disclose planning assumptions, cash-flow projections, capital requirements, including justification, and a reasonable projection of costs and revenues; and,
b) operating and budget requirements for the ensuing year are prepared and presented according to prescribed timelines to meet the requirements of the City of London budget cycle.

The CEO shall ensure that the operating budget:

a) enables accurate projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
b) provides adequate information to support a full line or program budget presentation;

c) plans the expenditures in any fiscal year of funds that are conservatively projected to be received in that period; and,
d) provides resources for Board governance, Board development and Board and committee meetings.

The CEO shall ensure that the capital budget:

- presents capital-budget estimates with sufficient detail to describe the nature, scale and scope of the proposal, including full disclosure of all the costs;
- presents comprehensive capital estimates to the Board following established City requirements; and,
- is based on realistic capital-budget estimates and/or expected funding and financial considerations.

Financial Condition

With respect to the actual, ongoing financial condition and activities of the Library, the CEO shall be responsible for continuously monitoring the finances of the Library to ensure that the financial condition remains sound and in accordance with the Board's *Guiding Principles Policy*, the established requirements under the *Public Libraries Act* or any other relevant legislation, and municipal requirements.

The CEO shall not:

- borrow money or pledge Library Assets;
- invest funds of the Library in instruments contrary to the *Library's Investment Policy* and Board direction;
- allow liquid Assets to drop below the amount required to meet Library contractual obligations and settle debts in a timely manner;
- allow tax or other government-mandated payments or filings to be overdue or inaccurately filed;
- acquire, encumber or dispose of real property without Board approval; or,
- settle a claim in excess of $25,000 without Board approval.

Communication and Counsel to the Board

The CEO shall provide professional counsel to the Board and ensure that the Board is always informed about all significant matters related to the achievement of the Library's policies, Business Plan and Strategic Plan.

The CEO shall:

- advise the Board in a timely, complete and accurate manner of relevant trends, anticipated adverse controversial media coverage, material external and internal changes, and customer complaints that, in the judgment of the CEO, are of pressing concern, and changes in the assumptions upon which any governance policy has been previously established;
- submit the required monitoring data in a timely, accurate and clear fashion;

- never knowingly withhold or distort information that is needed for fully informed Board decisions;
- provide a mechanism to disseminate Board communications, including the timely distribution of media releases to the Board;
- deal with the Board as a whole except when responding to individual requests for information relevant to Board motions and processes or responding to officers or committees duly charged by the Board;
- report in a timely manner on actual or anticipated non-compliance with any policy of the Board;
- advise the Board if, in the CEO's opinion, the Board is not in compliance with its own governance policies; and,
- follow the *Library's Communications Policy* regarding being a public spokesperson on matters related to the Board, its policies and actions.

Emergency Acting CEO

In order to protect the Board from sudden loss of the CEO's services, the CEO shall act in accordance with the Library's *Acting CEO Plan* and shall not have fewer than two other directors familiar with Library policies, issues and processes who are able to understand all aspects of the organization and able to carry on the responsibilities of CEO as set out in the policies.

Employment

The CEO supports a values-centered, high-performance culture that provides a mutually respectful, safe workplace free of harassment and workplace violence for all Employees and Volunteers. They will not cause or allow conditions that are unfair, undignified or unsafe or in violation of any human rights and/or employment legislation.

The CEO shall ensure that all human resources policies and practices:

- comply with applicable legislation and that a copy of such policies be communicated and made available to each Employee;
- are updated at least annually and that Employees' updates are provided annually to review these policies and any recent changes;
- are aligned with conditions in the Collective Agreement between The London Public Library Board and the Canadian Union of Public Employees (CUPE) and its Local 217 The London Library Employees' Union; and,
- adhere to the Library's policies.

Collective bargaining, including related public communications concerning same, is the responsibility of the CEO and the Library Administration, as delegated by the CEO. The Board will not have direct involvement in the negotiations process or communications concerning the process. As part of the Board's role as an Employer and its fiduciary responsibility, the Board will provide high-level direction to the CEO, as required, and any tentative agreement relating to the Collective Agreement between the Board and CUPE Local 217 is subject to ratification by the Board.

Compensation and Benefits

The CEO shall have in mind fairness and the fiscal integrity and public image of the organization in all matters relating to employment, compensation and benefits to Employees and consultants.

The CEO shall:

- oversee the compensation practices of the Library;
- oversee the administration of the Library's compensation and benefits programs for Employees;
- oversee and set compensation policies and processes for the Library's non-bargaining unit staff;
- review the performance and development of Library management in achieving corporate goals and objectives and assure that senior managers are compensated effectively and in a manner consistent with the strategy of the Library and competitive practice;
- review and approve any employment agreements or severance arrangements; and,
- with the exception of wage increases approved by the Board for non-union staff to mirror increases negotiated and approved for unionized staff through the collective bargaining process, never change the CEO's own compensation and benefits, without the Board's approval and direction.

INQUIRIES:

CEO & Chief Librarian

SUMMARY OF CHANGES

- Basic formatting and language updates.
- Addition of the statement that the Board sets the hours of Operation for the Library.
- Strengthening the Collective Bargaining requirement.

REVISED POLICY

PURPOSE

To define the executive scope of action and limitations of the Chief Executive Officer & Chief Librarian (CEO).

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- Adequate internal financial controls that meet the standards of the organization's auditors are in place, and that these controls are tested at periodic intervals; and,
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- Submit the required monitoring data in a timely, accurate and clear fashion;

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CEO & Chief Librarian