CEO LINKAGE POLICY

Effective: September 24, 2026 Next Review: September 2030

PURPOSE

To define the decision-making responsibilities that are delegated to the London Public Library (Library) Chief Executive Officer & Chief Librarian (CEO) by the London Public Library Board (Board). This policy ensures the accountability of the CEO to the Board in terms of the CEO's personal and operational performance.

SCOPE

This policy applies to the CEO and those executive-level Employees who are from time to time authorized to exercise the authority of the position of CEO in accordance with the Board's *Acting CEO Plan.*

DEFINITIONS

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

POLICY STATEMENT

It is the policy that the Board's sole official connection to the operational organization, its achievement, and conduct will be through the CEO, whose sole accountability is to the Board.

Delegation to the CEO

- All Board authority and accountability delegated to management is delegated through the CEO.
- The Board communicates only through the CEO and will not give instructions to persons who report directly or indirectly to the CEO.
- The Board will not evaluate, either formally or informally, any Employees other than the CEO.
- The Board will instruct the CEO through written policies that provide general direction on what is to be achieved and the values, behaviours and business practices of the Library, allowing the CEO to use any reasonable interpretation of these policies to manage the Library and achieve its strategic priorities.
- To facilitate optimal operational effectiveness, the CEO exercises all authority over and accountability for Employees and Library services and operations. The CEO is authorized to implement all Board directives and policies. Additionally, the CEO is responsible for all operational policies and decisions that fall outside of the scope of Board governance.

Authority of the Board

- Only the Board, by majority vote, has authority over the CEO.
- Decisions or instructions of individual Board Members, officers or committees are not binding on the CEO except in circumstances when the Board, by motion, has specifically authorized such decision or instruction.
- If Board Members request information or assistance without Board authorization, the CEO can refuse such requests that require, in the CEO's opinion:
  - A significant amount of staff time and/or funds;
  - Are disruptive to operations;
  - Are not in the best interest of the Library, and/or
  - Are a matter that the CEO feels should be referred to the Board for direction.

Ontario Public Libraries Act

The Board will appoint the CEO to be Secretary and Treasurer for the Board in accordance with the *Public Libraries Act, RSO 1990, c P.44, s 15(5)* and the Board's bylaws.

Municipal Freedom of Information and Protection of Privacy Act

The Board delegates all powers and duties granted or vested in the head under the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990 c M.56, s 3(2)* (MFIPPA) to the CEO. The CEO will report, on an annual basis, any actions or decisions undertaken in relation to *MFIPPA*.

Monitoring Executive Performance

The Board will evaluate the performance of the CEO in accordance with the Board's *CEO's Performance Appraisal/ Evaluation Process Policy.*

INQUIRIES

CEO & Chief Librarian