GOVERNANCE PROCESSES POLICY

Effective: September 24, 2026 Next Review: September 2030

PURPOSE

To address how the London Public Library (Library) Board (Board) will operate and conduct itself as a Board to fulfill its governance responsibilities.

DEFINITIONS

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

POLICY STATEMENT

It is Library policy that the Board will operate in all ways mindful of its obligations under the *Ontario Public Libraries Act, RSO 1990, c P.44* (Public Libraries Act), the Ontario Municipal Act, 2001, SO 2011, c 25, the *Ontario Municipal Conflict of Interest Act, RSO 1990, c M.50*, and other legislation, and will be accountable for the competent, conscientious and effective accomplishment of its obligations as a governing body.

Board Responsibilities

In accordance with the *Public Libraries Act*, the Board is responsible for the provision of comprehensive and efficient public library service for the City of London. Only the Board has the authority to act on behalf of the Library; individual Board Members have no authority to act on their own. The Board's responsibilities are distinct from those of Library Employees.

Specifically, the Board's responsibilities are to:

- Be accountable for all responsibilities assigned through the *Public Libraries Act*, the *Municipal Act, 2001*, and other relevant legislation;
- Provide the principal linkage between the London City Council and the Library;
- Be held accountable for the broadest levels of organizational decision-making through the development and monitoring of the Library's governance policies;
- Ensure the Library undertakes a Strategic Plan, based on community needs, input and available resources, which will guide the Library's efforts over a multi-year period;
- Undertake a planning cycle that includes review of Board governance and Library operational policies requiring Board approval, and regular monitoring of progress towards the goals of the Library's Strategic Plan;

- Adopt and implement a Business Plan, along with appropriate operating and capital budgets, based on a sound review of the Library's anticipated requirements to best serve the needs of the citizens of London, and submit those budgets to London City Council;
- Represent the interests of the community in terms of determining and demanding excellence in the performance of the Library;
- Engage with the community and seek input and/or feedback through consultation and the receiving of delegations;
- Provide input into defining the skills needed in new Board Members and, along with staff, articulate these skills to the appointing body of Council in order to encourage appointments that will assist the Board in achieving governance excellence;
- Ensure that individual Board Members follow and uphold all Library policies;
- Orient new Board Members to the Board's adopted governance process and engage in periodic Board discussion of process improvement; and,
- Learn about the responsibilities of trusteeship through training and opportunities to attend conferences and workshops related to public library service.

Cost of Governance

The Board commits resources towards governing with excellence and the following costs will be budgeted and expended when appropriate and as needed. Expenditures will be monitored within the budget-monitoring cycle of the Library:

- Board meeting costs;
- Training and development costs, including travel and attendance at workshops and conferences, under the terms of Library policy and with approval of the Board Executive for amounts over $500.00; and,
- Audit and other third-party monitoring costs of organizational performance.

Ethics and Conduct

The Library is committed to ensuring that its business is conducted according to the highest ethical, professional and legal standards, in all respects and at all times. These standards are articulated across Library policies and include, but are not limited to:

- Mutual respect and professionalism in work and interactions with others;
- Business and travel expenses;
- Conflict of interest with respect to fiduciary responsibilities;
- Compliance with legislation and legal agreements;
- Communications;
- Confidentiality of information;
- Fraud-risk management;
- Integrity of financial information;
- Non-acceptance/giving of gifts and other benefits;

- Partisan activity;
- Protection and use of Library property;
- Respect for the rights of all people;
- Safe and respectful workplace; etc.

Board Members will conduct themselves in accordance with all Library standards.

Board Performance

The Board, in consultation with the Chief Executive Officer and Chief Librarian (CEO) and other relevant management-level Employees, will provide orientation, training and development opportunities that will enable individual Board Members to build/augment their knowledge and skills with a view to ensuring high-level, effective Board performance.

The Board will regularly monitor, discuss and evaluate the Board's own performance in the context of its primary roles to:

- Define the Purpose, Values and Strategic Goals of the Library;
- Govern the Library;
- Hire and evaluate a qualified CEO;
- Make policy within the framework of government legislation and regulations;
- Oversee the Library's business planning and finances;
- Monitor the overall effectiveness of the Library in meeting community needs in an efficient and effective manner and evaluate progress on the Strategic Plan;
- Provide good stewardship; and,
- Be accountable and transparent in its decision-making.

INQUIRIES

CEO & Chief Librarian