

SIOUX LOOKOUT PUBLIC LIBRARY BOARD

TERMS OF REFERENCE

ORGANIZATION OF THE BOARD

- ◆ Operates under the authority of the Public Libraries Act, RSO, 1990 c. P.44
- ◆ Is comprised of 9 trustees
- ◆ Appointments are made for a 4-year term, which runs concurrent with the term of the present Municipal Council.
- ◆ Each Board member is asked to be on at least one committee.
- ◆ Standing Committees include: Finance/Personnel, Policy/Planning, and Fundraising/Advocacy.
- ◆ All Board members sit on the Planning Committee.
- ◆ Library or municipal employees may NOT be board members.

MEETINGS

- ◆ Full Board meetings are held monthly from September - June. Special meetings may be called at any time.
- ◆ Meetings are usually held on the 4th Tuesday of each month at 5:30 p.m. in the Media Room of The Sioux Lookout Public Library.
- ◆ Committee meeting dates vary, and could be monthly or quarterly.

REMUNERATION

- ◆ There is no remuneration.
- ◆ Allowable expenses for Board related activities are paid.

DUTIES

- ◆ Employ a competent and qualified Chief Executive Officer.
- ◆ Determine and adopt written policies to govern the operation and management of the Library.
- ◆ Be aware of the library needs of the community.
- ◆ Determine the goals of the library and review them periodically.
- ◆ Secure adequate funding to fulfill the goals.
- ◆ Understand the Library's programs.
- ◆ Attend and participate in Board meetings, Committee Meetings and workshops.
- ◆ Ensure that accurate financial records are kept and that regular reports are presented to appropriate government agencies and the community.
- ◆ Keep abreast of standards and library trends.

CURRENT SIOUX LOOKOUT PUBLIC LIBRARY BOARD MEMBERS

- ◆ Jonathan Baum
- ◆ Judith Dawes
- ◆ Joanna Klein (Board Chair)
- ◆ Robert Labossiere
- ◆ Lynn Martin
- ◆ Anne Saltel
- ◆ Steve Forbes (Council Representative)
- ◆ Vacant
- ◆ Vacant

If you have further questions about the role of the Library Board or its duties, please call
Mike Laverty, CEO/Chief Librarian, at 737-3660 x4401.