



Policy Type: **Governance**

Policy Number: **G-1**

Policy Title: **Statement of Authority and Principles of Governance Policy**

Policy Approved: September 2017
Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Windsor Public Library Board is legally responsible for the Windsor Public Library by ensuring that it operates in accordance with the [Public Libraries Act, R.S.O. 1990, chapter P.44](#) as amended. The Statement of Authority and Principles of Governance Policy defines the legal authority of the Windsor Public Library Board.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, c. P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Statement of Authority and Principles of Governance Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:

WPL Mission Statement *“The mission of the WPL is to enrich our community by providing access to resources that inform and entertain.”*
“We believe in the freedom to read, learn and discover.”

3. **POLICY**

3.1 In accordance with the [Public Libraries Act, R.S.O.1990, chapter P 44, section 3 \(1\)](#), the council of the municipality of Windsor established the Windsor Public Library by the adoption of municipal bylaw # 829 July 9, 1894.

3.2 In accordance with the [Public Libraries Act, R.S.O.1990, chapter P 44, section 3 \(3\)](#), the Windsor Public Library is governed by the Windsor Public Library Board with charitable status #108215567 RR0001.

3.3 As per City Council resolution CR243/2013, the Operating Agreement of December 9, 2014, and the Amending Agreement of March 21, 2017, the Windsor Public Library is a distinct entity overseen by the Windsor Public Library Board and supported by the City of Windsor and the Province of Ontario.

3.4 The official records of the Windsor Public Library Board are kept at the Windsor Public Library Central Branch.

3.5 The Windsor Public Library Principles of Governance requires decisions that are based on data and are in the best interest of the Windsor Public Library, including:

- a) Accurate and transparent financial accountability;
- b) Sustainable short and long term planning and innovation;
- c) Continuous community engagement;
- d) Supporting excellent customer service;
- e) Maintaining a healthy and safe workplace.



Policy Type: **Governance**

Policy Number: **G-2**

Policy Title: **Board Purpose, Powers and Duties Policy**

Policy Approved: September 2017

Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Windsor Public Library Board is committed to data based, efficient and effective decision making and to support the mission of the Windsor Public Library.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, chapter P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Board Purpose, Powers and Duties Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:

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3. **POLICY**

3.1 The purpose of the Windsor Public Library Board is to provide comprehensive and efficient public library services to the residents of Windsor, as established by the [Public Libraries Act, R.S.O.1990, chapter P. 44 \(20\)](#) and in accordance with the Windsor Public Library mission.

3.2 All Board members have the same rights, responsibilities, authority and obligations which are categorized by the following:

3.2.1 **Policies**

- a) Establish, review and adopt library specific policies.
- b) Adopt and apply Windsor Public Library and appropriate City of Windsor policies to govern the operation of the library.

3.2.2 **Planning**

- a) Establish and monitor short and long term library planning goals, plus innovation to promote lifelong learning, discovery, community collaboration and strengthen accountability.

b) Establish and review; reporting mechanisms, feedback activities and metrics.

3.2.3 Advocacy

a) Advocate and champion the library at all levels of government.

b) Make friends, open doors and build relationships within the community.

3.2.4 Funding

a) Recommend to City Council an annual operating budget and capital forecasts.

b) Establish, adopt and review financial reports including an annual audit and annual report.

3.2.5 Reporting

a) Ensure that accurate public and financial records are kept.

b) Evaluate the performance of the library.



Policy Type: **Governance**

Policy Number: **G-3**

Policy Title: **Board Composition Policy**

Policy Approved: September 2017

Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Board Composition Policy establishes the framework and operations of the Windsor Public Library Board.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, chapter P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Board Composition Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:
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3. **NUMBER OF MEMBERS**

3.1 As per the [Public Libraries Act, R.S.O.1990, chapter P.44](#), the Windsor Public Library Board is composed of at least 5 individuals appointed by City Council, including:

- a) At least one member of City Council.
- b) A majority of citizen appointments approved by City Council.

4. **APPOINTMENTS**

4.1 As per the [Public Libraries Act, R.S.O. 1990, chapter P.44, section 10 \(3\) and \(13\)](#), Library Board members shall be appointed for a term concurrent with the term of council. Board members must be a member of City Council or a:

- a) Canadian citizen;
- b) Resident of the City of Windsor.
- c) At least 18 years of age.
- d) Not employed by the Windsor Public Library or City of Windsor.

- 4.2 As per the Windsor Public Library/City Operating Agreement the Board shall appoint the:
- a) City Solicitor or designate as the Board Solicitor.
 - b) City Treasurer or designate as the Board Treasurer.
 - c) City Clerk as the Freedom of Information/ Protection of Privacy Officer.

5. **BOARD OFFICERS**

5.1 The Windsor Public Library Board has four Officers; Chair, Vice Chair, Secretary and Treasurer.

5.2 The Chair and the Vice Chair shall be elected annually from among its members.

6. **RESPONSIBILITIES OF:**

6.1 **Board Chair**

- a) Leads the Board, ensuring the proper conduct of Board business.
- b) Shall not commit the Board to any course of action in the absence of the specific authority of the Board.
- c) Act as the authorized signing officer of all documents.
- d) Speak on behalf of the Board with re: Board discussions, planning and policies.
- e) Shall vote on all questions.
- f) The Chair may be removed from the office of Chair by a two-thirds vote of the Board.
- g) As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 14 \(4\)](#) in the absence, resignation or removal of the Chair, the Board may appoint one of its members as Acting Chair. The Acting Chair has all the responsibilities of the Chair.

6.2 **Vice Chair**

6.2.1 In the absence of the Chair, the Vice Chair shall assume all responsibilities of the Chair.

6.3 **Secretary**

- 6.3.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 15 \(3\) and \(5\)](#) the Board shall annually appoint the Windsor Public Library CEO as Secretary. The Secretary shall:
- a) Prepare and distribute Board agendas, minutes and reports.
 - b) Maintain policies, minutes and official records.
 - c) Advise the Chair on meeting agendas and procedures.
 - d) Be present at all meetings of the Board.

6.4 **Treasurer**

- 6.4.1 As per [Public Libraries Act R.S.O.1990, chapter P.44, section 15](#) and the Operating Agreement (10), the Treasurer shall:
- a) Receive and account for all Board funds.
 - b) Deposit all money received on the Board's behalf to the credit of those accounts.
 - c) Disburse funds as the Board directs.

- d) Advise the Board concerning Windsor Public Library budgets and financial planning.
- e) Act as an authorized Signing Officer of all documents pertaining to the financial business of the Board.

7. BOARD MEMBER DUTIES

7.1 All Windsor Public Library Board members shall:

- a) Attend Board meetings having reviewed the Board package.
- b) Participate in Board discussions and decision making.
- c) Advocate and champion the Windsor Public Library.

8. BOARD MEMBERS' CODE OF CONDUCT

8.1 A Board member will be courteous to all members, delegations, volunteers and employees; and will not:

- a) Engage in any action or conduct which disturbs a Board meeting.
- b) Use unparliamentarily, inappropriate or offensive language or actions.
- c) Make any disturbance that disrupts or prevents others from participating in the meeting.
- d) Interrupt a speaker, except to raise a Matter of Privilege or a Point of Order.
- e) Disobey a decision of the Chair on questions of order, practice or on the interpretation of the rules of the Board.
- f) The Chair may :
 - Deny a member the right to speak if the member is disruptive.
 - Expel a member from the meeting who disregards the rulings from the Chair.

8.2 All Board members shall adhere to the City of Windsor [Code of Conduct for members of Council and Local Boards](#).



Policy Type: **Governance**

Policy Number: **G-4**

Policy Title: **Board Meetings Policy**

Policy Approved: September 2017

Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Windsor Public Library Board is committed to efficient and effective Board meetings that comply with all relevant legislation.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, chapter P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Board Meetings Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:
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3. **SCHEDULE OF MEETINGS**

3.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16](#), the Windsor Public Library Board shall hold meetings once a month at least ten months each year.

3.2 The first meeting of the Board in a new term shall be called after City Council has completed appointments to the Board. The Chief Executive Officer will open the meeting and conduct the election/appointment of Board members.

4. **OPEN MEETINGS**

4.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16](#) the Board shall hold regular meetings. The minutes of all open meetings, once passed by the Board, are public.

5. CLOSED MEETINGS

5.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16](#), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Board.
- b) Personal matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation.
- f) Advice that is subject to solicitor-client privilege.

5.2 Minutes of all closed meetings are confidential and are provided to Board members as such.

6. QUORUM

6.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16 \(5\)](#), the presence of a majority of members is necessary for the transaction of business at a meeting. Quorum requirements apply to members attending in person and remotely.

7. ABSENCE

7.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16 \(13\)](#), should a member be absent for 3 consecutive meetings, the Board may consider the member disqualified from the Board or pass a resolution authorizing the member's absence.

8. EMERGENCY MEETINGS

8.1 As per the [Public Libraries Act R.S.O.1990, chapter P.44, section 16 \(2\)](#), with 24 hour written notice an emergency meeting may be called by the Chair or by two Board members. The written notice must include the purpose of the meeting and no other business will be transacted without the consent of the majority of the Board.

9. DISCLOSURE OF A CONFLICT OF INTEREST

9.1 Board members are subject to the [Municipal Conflict of Interest Act](#) and the [Municipal Freedom of Information Act](#) and therefore shall:

- a) Disclose the conflict of interest and general nature of the interest before any consideration is given to the matter.
- b) Not take part in the discussion or vote on any question with respect to the matter.
- c) Not attempt before, during or after the meeting to influence the Board's decision making, regarding the matter which is the subject of the conflict.

10. MOTIONS

10.1 **Rules of Debate** - *Bourinot's Rules of Order* shall govern all meeting, debate and election procedures.

10.2 **Decisions** - all decisions of the Board will be made on the basis of motions, and once passed will be supported by all members.

10.3 **Voting** - all motions except those approving or amending policies, are decided by a majority of votes cast.

11. MINUTES

11.1 The Secretary is responsible for recording and distributing the minutes and Board meeting information package to:

- a) All Board members
- b) City of Windsor

11.2 Board agendas and minutes are public information and will be made available to the public.

12. DELEGATIONS

12.1 Any person or organization wishing to appear before the Board shall submit a written request, including subject matter to be addressed, to the Secretary of the Board no less than 3 days prior to the meeting.

12.2 Delegations will be allocated five minutes to address items which are before the Board and on the agenda.

13. CONDUCT OF THE PUBLIC

13.1 A member of the public or delegation attending a Board meeting will be courteous to all Board members, guests, volunteers and employees. They will not:

- a) Use unparliamentarily, inappropriate or offensive language.
- b) Make any disturbance that disrupts or prevents others from participating in the meeting.
- c) Interrupt a speaker or presentation.
- d) Disobey a decision of the Chair.
- e) The Chair may warn and/or expel the public or delegations for actions, inappropriate comments or conduct which disturbs the meeting.



Policy Type: **Governance**

Policy Number: **G-5**

Policy Title: **Policy Development and Maintenance Policy**

Policy Approved: September 2017
Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Windsor Public Library Board is responsible for establishing, monitoring and reviewing library specific policies which set the framework for the governance of the library and provide direction to employees.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, chapter P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Policy Development and Maintenance Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:

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3. **POLICY DEVELOPMENT**

The Windsor Public Library Board shall:

3.1 Ensure that policies comply with the [Public Libraries Act, R.S.O.1990, chapter P.44](#), the Operating Agreement of December 9, 2014, the Amending Agreement of March 21, 2017, the City's [Policy on Policies Framework](#), plus municipal bylaws, provincial and federal legislation.

3.2 Approve new and revised policies with:

- a) 30 days written notice of the intended amendment;
- b) 2/3 majority of the votes cast at a duly constituted Board meeting.

3.3 Delegate the development, implementation and evaluation of library operating procedure, based on Windsor Public Library policies, to the CEO.

4. POLICY MAINTENANCE AND REVIEW

4.1 The CEO is responsible for the maintenance of the Windsor Public Library policies.

4.2 All library specific policies shall be reviewed by the Board on a 3 year schedule.

5. POLICY EDUCATION AND TRAINING

5.1 The CEO is responsible for policy training of the Board and employees.

5.2 Board members and employees are responsible for knowing, understanding and complying with the policies of the Windsor Public Library.



Policy Type: **Governance**

Policy Number: **G-6**

Policy Title: **Planning Policy**

Policy Approved: September 2017

Policy Reviewed: 2020

1. **PURPOSE**

1.1 The Windsor Public Library Board shall maintain an effective planning process to fulfill its mandate under the [Public Libraries Act, R.S.O. 1990, chapter P44, section 20 \(a\)](#) and ensure the vision of the Library Board is realized; the library is able to respond to changing needs and trends in the community; and decisions support innovation and the long term plans of the City of Windsor.

2. **SCOPE**

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, chapter P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The Planning Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:

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3. **SHORT AND LONG TERM GOALS**

To accommodate these goals, the Windsor Public Library Board shall regularly:

3.1 Review and assess:

- a) Financial plans and obligations.
- b) Customer needs.
- c) Library services, facilities and resources.
- d) The priorities of the municipality.

3.2 Report to the City Council, the community and employees on the library's progress in fulfilling its plans.

3.3 Set, monitor and evaluate employees' priorities and goals.

4. SUCCESSION PLANNING

4.1 To recruit new Board members: Board members will identify potential candidates and encourage them to apply to be on the Board.

4.2 When it is necessary to recruit for the position of Library Chief Executive Officer (CEO), the Board shall:

- a) Review library long and short term priorities plus management skill gaps.
- b) In consultation with the City of Windsor, recruit and hire a new CEO.

4.3 The CEO shall be responsible for employee development, employee succession planning, transition plans and mentoring of employees.

5. INNOVATION

5.1 The Windsor Public Library Board is committed to providing innovative and excellent customer service as an integral part of its mission and strategic priorities. Windsor Public Library values intellectual curiosity and innovation.

5.2 “Innovation” is defined as significant and positive change that is a result of continuous or incremental advances in service; technology; or introduces a new idea, device or method. An innovation is an idea that has been transformed into practical reality.

Windsor Public Library’s innovation:

- Reflects the Windsor Public Library’s mission “...to enrich our community by providing access to resources that inform and entertain. We believe in the freedom to read, learn and discover.”
- Tests, delivers and evaluates a new program, service, process or outcome.
- Improves customer service.

5.3 The Windsor Public Library Board is committed to establish a mutually beneficial partnership with public and private agencies, organizations, foundations and enterprises, with the intent of:

- a) Supporting public library innovation through: research, testing, delivery, data collection and evaluation.
- b) Sharing innovative best practices with the public library community.
- c) Piloting community/library engagement projects.

5.4 The Windsor Public Library Board engages new technologies and innovation that puts discovery learning in the hands of residents and staff, recognizing that innovation and technology enhance the customer experience, promote life-long learning, cultivate community collaboration and strengthens accountability.



Policy Type: **Governance**

Policy Number: **G-7**

Policy Title: **CEO / Board Relations Policy**

Policy Approved: September 2017

Policy Reviewed: 2020

1. PURPOSE

1.1 In accordance with the [Public Libraries Act, R.S.O. 1990, chapter P44, section 15 \(2\)](#) and the Amending Agreement of March 21, 2017, the Windsor Public Library Board and the City of Windsor, will jointly hire and second to the Windsor Public Library a Chief Executive Officer (CEO), from the City of Windsor; who shall plan, direct, and evaluate the operations of the Windsor Public Library and its employees, including:

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the [Public Libraries Act, R.S.O.1990, c. P.44](#), provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the [Municipal Freedom-of-Information and Protection of Privacy Act \(MFIPPA\)](#), [Copyright Act](#), [Canadian Criminal Code](#), [Canadian Charter of Rights and Freedoms](#), and other laws governing intellectual property.

2.3 The CEO/Board Relations Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the *WPL Mission, Vision, Values and Customer Service Pledge*:
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3. DELEGATION OF AUTHORITY

3.1 The CEO is the Board's only link to the operation of the library. The Library Board directs the CEO through the:

- a) Documented decisions made at Board meetings;
- b) Approved written policies;
- c) Approved budgets, plans and reports;
- d) CEO job description and performance evaluations.

4. DELEGATION OF RESPONSIBILITIES

4.1 The CEO will:

- a) Take approved lawful actions in the name of the Windsor Public Library and in accordance with Windsor Public Library Board resolutions and/or Windsor Public Library approved policies.

- b) Take actions consistent with the Windsor Public Library mission, vision, values and policies.
- c) Be responsible for the employment, management and performance of all employees.
- d) Be responsible in consultation with the City of Windsor for financial planning, budgets and facilities.
- e) Design, authorize, implement and evaluate all operational procedures, projects and programs.
- f) Speak on behalf of the Windsor Public Library with regard to planning, operations and programs.

5. CEO EVALUATION

5.1 The Windsor Public Library Board and City of Windsor are jointly responsible to evaluate the performance of the CEO.

5.2 The CEO's performance will be evaluated, in accordance with City of Windsor procedures, by the Board Chair and the City Clerk.