

Policy Type: **Governance**

Policy Number: **G-2**

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

Policy Approved: November 2023

Effective: January 2024 - December 2026

1. PURPOSE

1.1 The Windsor Public Library Board is committed to data based, efficient and effective decision making 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* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Windsor Public Library Board endorses 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 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."

2.4 This policy applies to all Windsor Public Library Board members, employees, volunteers and agents.

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* 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, adopt, monitor and review Windsor Public Library policies.
- b) Adopt and apply Windsor Public Library and appropriate City of Windsor policies, as applicable, to govern the operation of the library.

3.2.2 Planning

- a) Establish, adopt, monitor, and review short and long-term library planning goals, and innovations to promote lifelong learning, discovery, and community collaboration and strengthen accountability.
- b) Establish, adopt, monitor and review annual plans to deliver programs, services and resources across the city, to achieve Windsor Public Library's mission.
- c) Establish, adopt, monitor 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 Administration for review and consideration, an annual operating budget and capital forecasts that ensure funding resources are in place to achieve Windsor Public Library's mission.
- b) Establish, adopt, monitor, and review financial reports including an annual audit and annual report.
- c) Establish, adopt, support, and review Windsor Public Library fundraising initiative.

3.2.5 Reporting

- a) Ensure that accurate public and financial records are kept.
- b) Evaluate the performance of the Windsor Public Library.