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| Category:      | Governance GOV-07              |
| Policy Name:   | <b>Committees of the Board</b> |
| Date Approved: | December 12, 2023              |

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## **Purpose:**

The Lake of Bays Township Public Library Board (the Board) may use standing committees to further the work of the Board. This policy ensures that the Board establishes Terms of Reference and specific duties for each committee, as the need arises.

## **Regulations:**

1. Committees will be established at the first meeting of a new term or at any time during the term of the Board as deemed necessary.
2. Committees have a specific purpose which must be described in written terms of reference.
3. Committees operate for the duration of the term of office of the Board.

## **Procedures:**

1. At the first meeting of each committee, a Chairperson and recording secretary will be elected from the committee members.
2. Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Boards consideration.
3. Committees coordinate the work, do the research and draft documents to be reviewed and adopted by the Board as a whole.
4. A committee that is established by the Board may include non-board members i.e. staff, OLS consultant, community member, other professionals etc.
5. Meeting frequency will be approved at the first meeting of the committees.
6. Additional meetings may be called by the Chairperson of the committee or by a majority of the members of the committee.
7. Committees shall not supervise or direct staff.

**See Appendices for committees and their terms of reference.**

Signature of the Chairperson \_\_\_\_\_

Document Revision Record:

| Revision Level       | Date              |
|----------------------|-------------------|
| Initial Approval     | December 12, 2023 |
| Last Review/Revision |                   |
| Year of Next Review  | 2027              |

## Appendix A

### **Policy Committee** - Terms of Reference

**Purpose:**

This committee will research, draft and recommend new policies or policy revisions as needed.

**Regulations:**

The committee shall make certain that all policies align with the Library's mission, values and vision statements and meet the requirements of relevant legislation and the Ontario Public Library Guidelines (OPLG).

**Procedures:**

1. This committee will ensure a work plan is developed to review, revise and create policies is in place and followed.
2. The committee shall meet as needed using online resources as well as in-person meetings.
3. All policies should be reviewed by the committee within the Board's term of four years.

## **Appendix B**

### **Communication & Fundraising Committee** - Terms of Reference

#### **Purpose:**

The committee will focus on communication with the community and fundraising for capital projects.

#### **Procedures:**

1. Develop fundraising campaigns to bring awareness of the branch expansion project to the community and raise seed money for grant opportunities.
2. Communicate and advocate with local community and visitors to promote library services and resources.

## **Appendix C**

### **Building Strategy Committee** - Terms of Reference

#### **Purpose:**

This committee will keep the expansion project in the Dwight Branch moving forward until its completion.

#### **Procedures:**

This committee will:

1. Develop a work plan to see the building project through each step to completion.
2. Meet with Township staff, consultants and other professionals as required and report back to the Board with findings.
3. Draft documents, such as a RFP, and present to the Board for approval.
4. Present information to Township Council as the Board as a whole deems necessary.
5. Research grant opportunities for the expansion project.

## **Appendix D**

### **Finance Committee** - Terms of Reference

#### **Purpose:**

This committee will work with the CEO to prepare and present the annual budget to the Board. This committee is also responsible for monitoring and providing input on all financial aspects of the Library.

#### **Procedures:**

The Committee will:

1. develop the annual Operating and Capital budgets with the CEO and guidance from the Township Director of Finance and present to the Board for discussion and approval.
2. make presentations of the budget to Council along with the CEO.
3. review and ensure the Board understands the monthly financial statements.
4. monitor and provide input to the Financial Policies of the Board.
5. develop a long-term financial strategy for the Board by planning for capital replacement, financial emergencies, technological sustainability and for long term stability of library services.

## **Appendix E**

### **Board Development Committee** - Terms of Reference

#### **Purpose:**

This committee will present learning opportunities to the Board relating to current initiatives and best practices associated with their governance role with the goal of enabling each board member to understand their duties and responsibilities, reach their potential, and contribute fully to the work of the Board.

#### **Procedures:**

This committee will:

1. Research and develop training sessions for the Board based on the OLS Board Governance website and requests from individuals on the Library Board.
2. Present training in a regular Board meeting, engaging members to participate in rich discussion, make informed decisions and grow in their governance skills.
3. Lead the Board in completing a self-assessment and use the results to guide relevant training.

4. Ensure participation in Ontario Library Service Assembly Board meetings to keep abreast of and learn from initiatives/innovations being undertaken by other Library Boards.
5. Guide the Board in creating a legacy document in the last year of the term.