

Policy B10 – Roles and Key Responsibilities

To be effective, the Library Board will work co-operatively and collaboratively with the City, senior management at the City and senior management in the Library. The attached document summarizes the unique roles and key responsibilities of these four partners in the five key areas of Library Board activity.

Mississauga Public Library Board

Roles and Key Responsibilities

COUNCIL, LIBRARY BOARD, CHIEF EXECUTIVE OFFICER
AND COMMISSIONER OF COMMUNITY SERVICES

COUNCIL	LIBRARY BOARD	CEO	COMMISSIONER
1. Governance/Policy Making			
Responsible for: 1.1 appointing a board every 4 years under clear criteria 1.2 relaying identified community issues and needs 1.3 providing orientation to prospective Board members 1.4 assisting Board with legal guidance 1.5 developing support for the Library and the Library Board	Responsible for: 1.1 determining mission, purpose and strategic goals 1.2 setting annual objectives and evaluating performance against objectives 1.3 determining policies in response to community data and needs 1.4 providing orientation for new members and development for all members 1.5 approving appropriate governance policies and monitoring compliance 1.6 ensuring compliance with Library legislation 1.7 Requiring the CEO's efforts of compliance in areas of corporate responsibility	Responsible for: 1.1 developing purpose and goals 1.2 proposing annual objectives 1.3 reporting on progress 1.4 collecting and providing community data 1.5 participating in orientation 1.6 preparing and implementing policies 1.7 maintaining current legal information 1.8 attending and recording all meetings 1.9 ensuring compliance	Responsible for: 1.1 providing input on purpose and goals 1.2 providing input on annual objectives 1.3 monitoring progress 1.4 supplying information as required
2. Community Relations/Services			
Responsible for: 2.1 conveying community opportunities 2.2 encouraging trustee activity 2.3 seeking cooperative opportunities	Responsible for: 2.1 ensuring appropriate service standards are in place 2.2 participating in community activities 2.3 seeking to extend library service in meaningful and relevant ways 2.4 participating in Library Board activities 2.5 collaborating with officials and local community groups 2.6 developing and	Responsible for: 2.1 implementing programs to support goals 2.2 identifying community contacts and developing partnerships 2.3 providing information on trustee activities 2.4 arranging opportunities for Board activity	Responsible for: 2.1 reviewing proposed policies 2.2 identifying community opportunities/needs 2.3 involving the Board as appropriate

	<p>maintaining a working relationship with local school boards</p> <p>2.7 maintaining a working relationship with local libraries and information providers</p>		
COUNCIL	LIBRARY BOARD	CEO	COMMISSIONER
3. Finance			
<p>Responsible for:</p> <p>3.1 giving financial direction</p> <p>3.2 keeping informed of library requirements</p> <p>3.3 communicating with the Board</p> <p>3.4 approving annual budgets</p>	<p>Responsible for:</p> <p>3.1 approving resource priorities and strategies</p> <p>3.2 adopting annual budgets and monitoring performance</p> <p>3.3 communicating with Council</p> <p>3.4 ensuring sound financial management</p>	<p>Responsible for:</p> <p>3.1 developing resource strategies</p> <p>3.2 presenting and implementing annual budgets and expenditure reports</p> <p>3.3 providing sound financial operations</p>	<p>Responsible for:</p> <p>3.1 supplying operational support</p> <p>3.2 providing direction for budgets and expenditures</p>
4. Personnel			
<p>Responsible for:</p> <p>4.1 providing input on senior staff recruitment and retention</p> <p>4.2 enabling appropriate compensation</p> <p>4.3 enabling good working conditions</p> <p>4.5 enabling staff development</p>	<p>Responsible for:</p> <p>4.1 employing and annually evaluating a Chief Executive Officer</p> <p>4.2 approving policies on human resources</p> <p>4.3 determining compensation</p> <p>4.4 providing for agreeable working conditions</p> <p>4.5 providing for the proper development and training of staff</p>	<p>Responsible for:</p> <p>4.1 directing all staff</p> <p>4.2 preparing policies on human resources</p> <p>4.3 providing data on compensation</p> <p>4.4 providing workplace amenities</p> <p>4.5 providing staff training and development plans</p> <p>4.6 negotiating satisfactory labour agreements</p>	<p>Responsible for:</p> <p>4.1 awareness of library staffing</p> <p>4.2 ensuring sound policies are in place</p> <p>4.3 supporting funding needs</p> <p>4.4 supporting workplace needs</p> <p>4.5 supporting training needs</p>
5. Legal			
<p>Responsible for:</p> <p>5.1 keeping aware of library legislation</p> <p>5.2 keeping aware of library operations</p> <p>5.3 maintaining a full Board</p>	<p>Responsible for:</p> <p>5.1 responding to proposed legislative changes</p> <p>5.2 ensuring complete and accurate records are kept</p> <p>5.3 reporting on library operations to Council</p> <p>5.4 maintaining full membership of the Board</p> <p>5.5 ensuring the Library makes reasonable efforts to comply with all applicable legislation</p>	<p>Responsible for:</p> <p>5.1 interpreting legislative changes</p> <p>5.2 creating and retaining complete and accurate records</p> <p>5.3 ensuring the legal operation of the library</p>	<p>Responsible for:</p> <p>5.1 providing legal direction</p>