

# Haliburton County Public Library Policy Manual

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Policy Type: **Bylaws**  
Policy Title: **Meetings of the Board**

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Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the Board. Since the Board “as a whole” has the authority to act, and not individual members, the board meeting is the major opportunity for the Board to do its work – to make decisions, solve problems, educate Board members, and plan for the future and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

## **Section 1: Types of meetings**

1. In accordance with the **Public Libraries Act**, s.16. 1(2), board meetings will be open to the public unless the subject matter being considered falls within the parameters of the **Public Libraries Act**, s.16.1(4) as stated in point 5 of this bylaw.
2. In accordance with the **Public Libraries Act**, s.16,(1), the Haliburton County Public Library Board shall hold a minimum of ten regular meetings per year.
3. In accordance with the **Public Libraries Act**, s.14,(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the Haliburton County Public Library Board, in each new term, upon receipt of the confirmation of appointments from the County Clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by Haliburton County Council.

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.

4. In accordance with the **Public Libraries Act**, s. 16(2), the chair or any two members of the board may summon a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.

## Meetings of the Board (continued)

5. In accordance with the **Public Libraries Act**, s. 16.1(4), 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 by the Board
  - d) Labour relations or employee negotiations
  - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the board
  - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
  - g) A matter in respect of which a Board or committee of a Board may hold a closed meeting under the Act.
  
6. In accordance with the **Public Libraries Act**, s. 16.1(5), and (6), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56.

## Section 2: Order of Proceedings

1. Parliamentary authority.
  - a) The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the proceedings of the Haliburton County Public Library Board in cases where there are no bylaws of the board in place.
  
2. Call to order.
  - a) Meetings shall be called to order by the chair on the hour fixed for the meeting.
  - b) In the absence of the chair, the vice-chair will preside over the meeting.
  
3. Quorum.
  - a) In accordance with the **Public Libraries Act**, 15(5), the presence of a majority of the board is necessary for the transaction of the business of a meeting.

## Meetings of the Board (Continued)

- b) Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- c) Nothing in the forgoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the secretary shall notify all members of the Board that the meeting is cancelled.

### 4. Attendance at meetings.

In accordance with the **Public Libraries Act**, s. 13, should a member be absent for three (3) consecutive meetings, the Board shall:

- a) Consider the member disqualified from the board and notify the appointing council that the seat is vacant, or consider the circumstances of the absence and pass a resolution authorizing that person to continue as a Board member

### 5. Agenda:

- a) The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board 'as a whole' do not re-do the work of the staff or of the committees.
- b) The order of business for all regular meetings of the Board shall be as follows:
  - 1. Call to order
  - 2. Approval of the agenda
  - 3. Declaration of any pecuniary interest
  - 4. Minutes of the preceding meeting
  - 5. Business arising from the minutes
  - 6. Tabling of the board information package: correspondence, Treasurer's report, Chief Executive Officer's report; Committee reports
  - 7. Monitoring the progress of the library's strategic plan
  - 8. Policy review and updates
  - 9. Report on board members' advocacy activities
  - 10. Other business
  - 11. Date of the next meeting
  - 12. Adjournment