



Meetings of the Board

Policy

The Haliburton County Library Board (the library board) members must meet regularly to ensure the proper governance of the library and to conduct the business of the library board. Since the library board as a whole has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work – to make decisions, solve problems, educate library members, plan for the future, and review monitoring or evaluation material submitted by staff.

Procedure

Haliburton County Public Library (HCPL) 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 library board shall hold a minimum of seven 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 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 practical, after the appointments are made by Haliburton County Council.

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

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- 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

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the library board in cases where there are no bylaws of the library 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 library board is necessary for the transaction of the business of a meeting;

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- 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 library 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 library board;
 - d) If notified by a majority of library 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.
- a) Members may attend a meeting remotely via teleconference or video conference. Remote attendance must be arranged in advance with the Board Chair and CEO.
 - b) Additional members attending remotely will count as quorum;
 - c) Members attending remotely are not eligible to claim mileage for that meeting;
 - d) A brief recess may be granted to remedy technical difficulties.
 - e) In accordance with the Public Libraries Act, s. 13, should a member be absent for three consecutive meetings, the library board shall 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 library board member.
- 5) Agenda
- a) The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board as a whole do not redo the work of the staff or of the committees. The agenda will be pre-published (available to Board members in advance) by no later than noon on the Friday preceding a meeting and published to the public by noon on the Monday before the meeting; except in the case of a statutory holiday, when the agenda will be published by noon on the Tuesday.

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- b) Unsigned draft minutes will be sent to library Board members within 1 week following a Board meeting.
- c) The usual order of business for all regular meetings of the Board shall be as follows, with supporting documents provided for information:
 - 1. Call to Order
 - 2. Land Acknowledgement
 - 3. Presentation/adoption of Agenda
 - 4. Declaration of Pecuniary Interest
 - 5. The Consent Agenda:
 - 6. Adoption of Draft Minutes from the last regular meeting
 - 7. County Librarian's Report
 - 8. Circulation Statistics
 - 9. Working Committee Reports
 - 10. Orientation
 - 11. Financial Reports
 - 12. Performance Reports
 - 13. Library Policies
 - 14. Business arising from the Minutes
 - 15. New Business
 - 16. Municipal Update Round Table
 - 17. Other (eg. Closed Session)
 - 18. Next Meeting Date
 - 19. Adjournment

Related Documents

Public Libraries Act, R.S.O. 1990 c. P.44.

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56.

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