



Duties & Responsibilities of Individual Board Members

Policy

The Haliburton County Library Board (the library board) expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual library board members.

Procedure

- 1) Each library board member is expected to become a productive participant in exercising the duties of the library board as a whole.
- 2) Individual members of the library board are responsible for exercising a Duty of Diligence as follows:
 - a) Be informed of legislation under which the library exists, library board bylaws, mission, vision, and values;
 - b) Be informed about the activities of the library and the community issues that affect the library;
 - c) Attend library board meetings regularly and contribute from personal, professional, and life experience to the work of the library board;
 - d) Be prepared for all library board meetings and use meeting time productively.
- 3) Individual members of the library board are responsible for exercising a Duty of Loyalty, as follows:
 - a) Adhere to the regulations of the Municipal Conflict of Interest Act. R.S.O. 1990, c. M50;
 - b) Act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council, or personal interest;
 - c) Speak with “one voice,” once a decision is reached and a resolution is passed by the library board;
 - d) Represent the library positively to the community.

Haliburton County Public Library Policy Manual

Policy Type:	Governance
Policy Number:	GOV-03
Policy Name:	Duties & Responsibilities of Individual Board Members
Original Adoption Date:	2011-10-17
Policy Current Approval:	2023-09-13
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4) Individual members of the library board are responsible for exercising a Duty of Care as follows:

- a) Provide a well-supported and promoted library service;
- b) Consider information gathered in preparation for decision making;
- c) Offer personal perspective and opinions on issues that are subject to Board discussion and decisions;
- d) Show respect for the opinions of others;
- e) Assume no authority to make decisions outside of library board meetings;
- f) Know and respect the distinction in the roles of the library board and the staff;
- g) Refrain from individually directing the Chief Executive Officer (CEO) and the staff;
- h) Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information;
- i) Resist censorship of library materials by groups or individuals;
- j) Exercise financial oversight in accordance with GOV-07 Governance Financial Control/Oversight.

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