



Board Mandate & Responsibilities Policy

Purpose and Scope

The Burlington Public Library (BPL Board) operates according to the Public Libraries Act, R.S.O. 1990, c. P.44, s. 15(2) and is established by City By-Law 68-2006 of the Corporation of the City of Burlington. The Board is responsible for ensuring that public library services are delivered effectively and efficiently to the City of Burlington.

The BPL Board acts on behalf of the community in the discharge of its mandate and is appointed by and accountable to Burlington City Council for the financial affairs of the Library.

Statement of Responsibilities

The BPL Board:

- Establishes policies that govern the operations of the Library and of the BPL Board itself.
- Conducts regular review of policies to ensure continued relevance.
- Appoints the Chief Executive Officer who will have general supervision over and direction of the operations of the public library and its staff. (*Public Libraries Act*, R.S.O. 1990, c. P.44, s. 15(2)).
- Develops, approves and monitors all short and long range plans of the library and the strategies to implement them.
- Monitors the financial affairs of the Library and ensures that the organization operates on an ethical and sound financial basis.
- Monitors the key performance indicators of the Library and endorses strategies to influence those performance indicators.
- Ensures the Library has policy, procedures and practices in place for proactive risk management in all activities.
- Assesses all relevant information regarding the library service needs of the community, endorses service priorities and advocates for adequate and appropriate funding to achieve the service priorities.
- Advocates in the community to gain support and approvals for appropriate public library services and seeks positive partnerships to best serve the community and to fulfill the Mission and Values of the Burlington Public Library.
- Ensures the public is represented in the development and promotion of library services in the community.
- Conducts an annual performance appraisal of the Chief Executive Officer.
- Is responsible for naming all library locations and facilities for which it is responsible.

Effective Date: Jan 1996

Projected Review Date: June 2002

Motion #/Date: #96-07, Jan 18, 1996

Amended Dates: #99-23, May 20, 1999;
#10-44; Apr 15, 2010; #18-73, June 21, 2018

Associated Procedures: