

Advisory Committee Name:	Lincoln Pelham Union Public Library Board
Meeting Date and Time:	TBD
Meeting Location:	TBD

**Purpose**

The purpose of the Lincoln Pelham Union Public Library Board (“Library Board”), which is a corporation, is to provide governance and strategic direction on matters related to the Lincoln Pelham Public Library that impact the Towns of Pelham (the “Town”) and Lincoln to ensure the library operates in accordance with Section 5 (1) of the *Public Libraries Act*.

**Mandate**

The mandate of the Lincoln Pelham Union Public Library Board is:

- Oversees all governance of the Lincoln Pelham Union Public Library;
- Bears legal responsibility for the Lincoln Pelham Public Library;
- Ensures that library operations are conducted in accordance with the current *Public Libraries Act*, R.R.O. 1990, Regulation 976 and other relevant legislation;
- Appoints the Chief Executive Officer of the library who shall attend all Board meetings except when the CEO’s salary/tenure is being discussed;
- Formulates and establishes policy;
- Prepares, approves and submits an annual budget to the Town Councils of Pelham and Lincoln;
- Makes decisions, solves problems, educates Board members, and plans for the future. Monitors and evaluates material reports submitted by employees; and
- Approves all reports required by the current Public Libraries Act, R.R.O. 1990, Regulation 976, by the responsible Minister or Municipal Council.

**Membership:**

The Board shall be appointed by the Town Councils of Pelham and Lincoln by by-law and be comprised of:

- A total of eleven (11) members:
  - Five (5) members shall be residents of Pelham, including at least one (1) appointed member of Pelham Council (Ex-officio); and
  - Six (6) members shall be residents of Lincoln, including at least one (1) appointed member of Lincoln Town Council (Ex-officio).

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham;
- At least 18 years of age;
- Must sign the Councillor Code of Conduct;
- Must sign Confidentiality Agreement; and
- Must not be employed by the municipality or library board.

In addition, effective Board members should have:

- An understanding of the importance of the library and its role in the community;
- Knowledge of the union library's Strategic Plan;
- Ability to work as a member of the team and participate in discussions; and
- Sound and independent judgement, a sense of fiscal responsibility, personal integrity and initiative.

Ideally, applicants may have skills, interests and experience in one or more of the following areas:

- Financial Management;
- Legal and Risk Management;
- Public Sector Governance and Government Relations;
- Human Resources;
- Communications/Marketing;
- Strategic Planning; and
- Advocacy.

The meetings of the Lincoln Pelham Union Public Library Board are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

### **Schedule and Location of Meetings**

The Lincoln Pelham Union Public Library Board shall meet at least seven (7) times each year; however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of members and staff.

Members will also be asked to serve on library committees, to liaise with community groups, represent the library at various events, or to attend developmental workshops or conferences.

A representative of the Lincoln Pelham Union Public Library Board shall appear as a delegate before the Council of Pelham no less than once per calendar year or the Board shall provide an annual report to provide an update on the progress of the Board's goals and priorities.

**Term of Committee**

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meet during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

**Meeting Protocols**

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

**Consent**

By applying to the Lincoln Pelham Union Public Library Board, you have agreed, consented and understand all the provisions within these Terms of Reference.

**Amendments to the Terms of Reference**

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: