

BONFIELD
PUBLIC LIBRARY
BY-LAW

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2025-22**

**Being a by-law to establish the Bonfield Public Library in the
Township of Bonfield and to determine the size, composition and role of the
Bonfield Public Library Board.**

**Whereas the council of the Township of Bonfield hereby establishes a public library in
accordance with Part 1, RSO, 1990, c. P.44, s. 3 of the Public Libraries Act.**

**NOW THEREFORE The Municipal Council of the Corporation of the Township of Bonfield
ENACTS AS FOLLOWS:**

Definitions:

**Can define the Bonfield Public Library Board to be hereafter called the “board” in this
document.**

**Can define the Bonfield Public Library to be hereafter called the “Library” in this
document.**

1.0 General Provisions

- 1.1 To be known as The Bonfield Public Library Resource Board is hereby established.
- 1.2 The Bonfield Public Library Board shall manage and direct the Bonfield Public Library
in accordance with the Public Libraries Act.
- 1.3 That the Board be appointed by a resolution of Council, for the term of Council.

2.0 Board Structure

- 2.1 The Board shall be composed of five (5) voting members appointed by resolution of the
Municipal Council. 2002, c. 18, Sched. F, s. 3 (8).
 - One (1) member shall be a Municipal Council.
 - Four (4) members shall be ratepayers of the municipality who, reside in the
Township and/or reside in a contracting municipalities as per section 29 and
 - are not employed by the municipality.
 - are qualified to be elected as members of council.
- 2.2 The Chairperson shall be one of the five (5) Members on the Board and shall be voted
on by a show of hands by the Board Members at its first meeting, in a new term.
R.S.O. 1990, c. P.44, s. 14 (3).

2.3 Role of Chairperson

- Presiding at regular and special meetings of the Board, in accordance with the Public Libraries Act RSO, 1990, chapter P. 44 and other relevant legislation, and with the rules of procedure adopted by the board;
- Serving as an ex-officio member of all Board Committees;
- Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
- Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board;
- Ensuring that vacancies on the Board are filled as expeditiously as possible;
- Advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions;
- Shall preside over the conduct of the Board's meetings to ensure that all matters are dealt with a prompt efficient manner in the interest of all concerned;
- Shall be entitled to one vote and to the same extent as the other Board Members.

2.4 Role of Vice-Chairperson

- The Vice-Chairperson shall be one of the five (5) members of the Board and shall be selected at the Board's first meeting in a new term by a show of hands.
- Exercises all powers and performs all duties of the Chairperson, in the absence of the
- Exercise such powers and duties as may, from time to time, be assigned by the board.

2.5 The board shall appoint a secretary who shall

- Conduct the board's official correspondence; and,
- Keep minutes of every meeting of the board

2.6 The board shall appoint a treasurer who shall

- Receive and account for all the board's money;
- Open an account or accounts in the name of the board in a chartered bank, Trust company or credit union approved by the board;
- Deposit all money received on the board's behalf to the credit of that account or accounts; and
- Disburse the money as the board directs.

2.7 The same person may be both the secretary and the treasurer.

2.8 The board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the library and its staff. Shall attend all board meetings, and shall have the other power and duties that the board assigns to him or her from time to time. The Board shall establish a job description, hours of work, salary and benefits for the position.

3.0 Mandate of the Board

- 3.1 Shall seek to provide, in co-operation with other boards, a comprehensive and efficient library service that reflects the community's unique needs:
- 3.2 Shall seek to provide library services in the French language, where appropriate,
- 3.3 Shall operate special services in connection with a library as it considers necessary.
- 3.4 May operate special services in connection with a library as it considers necessary.
- 3.5 Shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- 3.6 Shall make any other reports as requested by council from time to time:
- 3.7 Shall take proper security for the treasurer; and
- 3.8 May appoint such committees as it considers expedient.

4.0 Board Meetings

- 4.1 A board shall hold at least seven regular meetings in each year, and at such times as it considers necessary in accordance with the Public Libraries Act, 2019, c. 14, Sched. 12, s. 2.
- 4.2 A quorum, being three (3) of five (5) board members, shall always be required to be present to held a valid meeting.
- 4.3 Regular meetings of the board shall be public meetings.
- 4.4 Special meetings may be held when a matter urgent in nature, deems it so. Special meetings may be called by the chairperson, or in his or her absence, by the vice-chair or at the request of the majority of members of the Board.
- 4.5 All decisions of the board shall be decided at a properly constituted meeting of the board, by resolution duly moved and seconded and voted on by a show of hands.
- 4.6 Board members may attend library board meetings remotely via teleconference or Internet video conferencing call (Zoom).
 - a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
 - b) A member of the library board or a committee may attend, participate, and vote at an open or closed meeting remotely
 - c) Members who wish to attend a meeting remotely must give notice two (2) hours before the commencement of the meeting to the Secretary so that the equipment can be made ready. Meeting minutes will reflect that a member is participating remotely
Quorum applies to the members attending in person and remotely.

5.0 Agenda

- 5.1 The chairperson with the assistance of the CEO shall be responsible to prepare an agenda for each and every meeting of the board.
- 5.2 Any matters relevant to the Library or its board from the general public, groups or agencies and governments shall be placed on the agenda of the next regular meeting.
- 5.3 The CEO shall prepare and have the agenda available to all members of the board at least five (5) days prior to any regular meeting.
- 5.4 The minutes of the board shall be sent to the Administrator, Clerk – Treasurer of the Municipality.
- 5.5 The minutes of every meeting of the board shall be signed by the chairperson or acting chairperson who presided over the meeting and the Secretary.
- 5.6 The minutes of every meeting shall be open to public inspection and any person desiring a copy thereof may obtain a photocopy upon payment of a prescribed fee as established by the Board.

6.0 Legal Transaction

- 6.1 The board may enter into legal contractual agreements to fulfill services deemed necessary for the benefit of library patrons so long as these agreements and contracts are with the budgeted assessment provided to the Municipal Council on a yearly basis and so approved.
- 6.2 No member of the board has the legal authority to commit the Library or its board and any legal transaction or agreement shall be duly approved by the Board and if required by the Municipal Council.

7.0 Expenses

- 7.1 The board may reimburse its members for proper travelling and other expenses incurred in carrying out their duties as members.
- 7.2 The board may reimburse its staff as per Bonfield Public Library Policy and Procedures , for attending meetings and seminars.

8.0 Role of the Board

- 8.1 The board shall be responsible for the administration of all policies, rules and regulations relating to the administration of the Library in accordance with its Policy and Procedures Document,.
- 8.2 The board may appoint and remove such employees as it considers necessary, determine the terms of the employment, fix their remuneration and prescribe their duties.

- 8.3 The board may solicit any gifts or bequest of money or services or any donations to be applied, for either the temporary or permanent use of the Library.
- 8.4 The board may generate a user fee schedule as determined in the Public Libraries Act, RSO, 1990, Chapter P. 44 and attach this fee schedule to this document when it has been duly considered and voted on by the members of the board.
- 8.5 The board may impose such fees as it considers proper for,
- a) inter-library loans where a cost to the library is realized,
 - b) The use of library services by persons who do not reside in the area of the board's jurisdiction,
 - c) fees for the use of library equipment loaned to the public or organizations outside of the library.
 - d) Institute user fees where appropriate and expedient in the establishment of library programs and services and, to maintain and sustain these programs for the benefit of the public who use them.
- 8.6 Annually the board shall submit and interpret to the Municipal Council of the Township of Bonfield a budget for its approval and shall make to the Municipal Council full and complete reports as required.
- 8.7 The board may make rules,
- For the use of library services,
 - For the admission of the public to the library,
 - For the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property,
 - Imposing fines for breaches of the rules,
 - Suspending library privileges for breaches of the rules, and:
 - Regulating all other matters connected with the management of the library and library property.
- 8.8 Shall create and maintain a Policy and Objectives document for its members, staff and for the good of the public and municipal councils so as. To clearly establish and guarantee an understanding of the operation and function of the library by its patrons, trustees and staff.

9.0 Repeals

- 9.1 That By-Law 98-08 be hereby repealed in its entirety.

READ A FIRST AND SECOND TIME THIS _____ DAY OF APRIL, 2025.

READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY OF APRIL, 2025.

REEVE

CLERK