

## INTRODUCTION

### **The Bonfield Public Library exists:**

1. To encourage and assist the literary pursuits of its community members;
2. To provide a center of information;
3. To interact and co-operate with other institutions and resources in its community to stimulate education, information, recreation and culture; and
4. To offer a collection based on the needs and interests of the community, containing materials relevant to these needs and interests the can satisfy a community's request for books and information.

### **The Bonfield Public Library Policies aim:**

- \* To clearly establish and guarantee an understanding of the operation and function of the Bonfield Public Library by its patrons, trustees and staff;
- \* To facilitate uniformity and continuity of operation and services;
- \* To state the responsibilities and roles of the patrons, trustees and staff; and
- \* To enunciate clearly library routines.

### **QUALIFICATIONS:**

- Any element of this policy can be revised, deleted or augmented as deemed necessary by a majority vote of the Bonfield Public Library Board.
- All elements of this policy are subject to the ***Public Libraries Act (1990)*** and to any subsequent versions of that same act.

**DISTRIBUTION AND ACCESS:**

- As a source document, a copy of these ***Policies*** shall be available at all times at the Bonfield Public Library.
- Any person expressing a personal interest in these statements is welcome to obtain a copy by photocopying the same at patron expense.
- All board members shall have a copy of these ***Policies***.
- The members of the Municipal Council of the Township of Bonfield shall be made aware of these ***Policies*** and a copy shall be forwarded to them.

**AGREEMENTS FOR SHARED SERVICES WITH OTHER MUNICIPALITIES:**

- Any agreement made under the ***Public Library Act, 1990*** with respect to shared services with other municipalities will be subject to the approval of the Board.
- The members of the Municipal Council of the Township of Bonfield that has entered into agreement with the Board shall be made aware of these ***Policies*** and a copy shall be forwarded to them.

## **DEFINITIONS**

In the Bonfield Public Library Board Policy Manual,

- “Board” means the Bonfield Public Library Board.
- “Employer” means the Bonfield Public Library Board.
- “Library” means the Bonfield Public Library.
- “CEO” means the Chief Executive Officer of the Bonfield Public Library.
- “Employee” as defined by the Ministry of Labour
- “Full Time Employees” are those given permanent appointment to staff.
- “Part Time Employees” work less than full time employees and are hired for temporary replacement of, or supplement to, full time employees.
- “Casual Employees” are those employed where short work assignments may be offered on a fill in basis.
- “Temporary Employees” summer jobs for students, and jobs that require a limited time frame for completion of a specific work project, are considered temporary jobs.

## **RELEVANT LEGISLATION**

- Any element of these policies can be revised, deleted or augmented as deemed necessary by a majority vote of the Board.
- All elements of these policies are subject to the ***Public Library Act, 1990*** and to any subsequent versions of that same act.
- Policies must reflect relevant Provincial and Federal Legislation.

**1. LIBRARY BOARD:**

- 1.1 All appointments to the Bonfield Public Library Board shall be made as per the stipulations as set forth in the ***Public Libraries Act, 1990 and Municipal By-Law 98-08.***
- 1.2 The term of the Library Board appointments shall be set out in the ***Public Libraries Act, 1990 and Municipal By-Law 98-08.***
- 1.3 All trustees must abide by the rules of eligibility as outlined in the ***Public Libraries Act, 1990 and Municipal By-Law 98-08.***
- 1.4 Board trustees are expected and required to regularly attend all Board meetings; to participate in and attend seminars, workshops, meetings and special events, be available to assist the librarian with special activities, programs and operational duties as requested by Librarian; to support the library staff in the performance of their duties and in the dealings with patrons, municipal council.
- 1.5 The specific duties of the Chairperson, Chief Executive Officer, Secretary and Treasurer shall be as outlined in the ***Public Libraries Act, 1990 and Municipal By-Law 98-08.***

**2. LIBRARY STAFF:**

- 2.1 The Library Board shall have the sole responsibility for the engagement of the appropriate library staff.
- 2.2 Should it become necessary to dismiss any member of the library staff, it is the duty of the Library Board to show sufficient cause and reason for such action and to terminate the employment of said employee.
- 2.3 The termination and hiring of any library staff is subject to the rules and guidelines of the Ontario Labour Code, Ontario Human Rights Act and the Federal Hiring Practices Act.