Madawaska Valley Public Library Policy Manual

Policy Type: Governance **Policy Number: GOV-04**

Policy Title: Committees of the Board **Initial Approval Date: June 2012**
Last Review/Revision Date: 2024
Review Date: 2027

The Township of Madawaska Valley Public Library Board may use committees to further its work. These committees may be a standing committee or an ad hoc committee that is set for a specific time frame. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees.

1. The library board shall establish written terms of reference and specific duties for each board committee, so that each committee member understands the work of said committee. (**see Appendix A)**

2. Committees report directly to the Board and have no authority other than to research a topic, draft recommendations or prepare alternatives for the Board's consideration and possible adoption.

3. Under the *Public Libraries Act* (Section 16.1), all meetings including regular, special, committee or other meetings of the library board must be open to the public. By definition, a committee means **any** advisory or other committee, sub-committee, or similar entity of which at least 50 per cent of the members are also members of the library board. This point applies to both standing or ad hoc committees.

4. Meetings of committees may be called by the chair of the committee or by a majority of the committee members.

5. Committees will not supervise or direct staff.

Appendix A

This is an example of an Ad Hoc Committee - in this case to review policy.

Madawaksa Valley Public Library Ad Hoc Policy Committee
Terms of Reference

1. **Purpose:**
   a) Ensure that the Board's policies meet the requirements of the **Ontario Public Lbrary Guidelines** (OPLG)

2. **Responsibilities:**
   a) Audit and evaluate existing policies based on the OPLG
   b) Establish a work plan to review, revise, and develop policies required by the OPLG
   c) Research, draft, and recommend new policies or policy revisions that align with the library's vision, mission and strategic plan

3. **Duration of the Committee:**
   a) The committee meets until the Library's policies comply with the OPLG requirements in preparation for accreditation