

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, March 21, 2022, 1:00 p.m.

Council Chamber, Oxford County Administration Building, Woodstock

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**
 - 4.1. February 28, 2022
5. **DELEGATIONS AND PRESENTATIONS**
 - 5.1. Ellen Rabie, Meagan Brennan, Shannon Van Herzele - Maker Culture presentation
6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
7. **CONSIDERATION OF CORRESPONDENCE**
8. **REPORTS**
 - 8.1. **Statistics**
RECOMMENDATION
 1. That the statistics for the two months ending February 28, 2022 be accepted.
 - 8.2. **2022-03 Librarian's Report**
RECOMMENDATION
 1. That the Board receive Report No. 2022-03 for information and discussion purposes.
 - 8.3. **2022-04 Board Governance Policy Review 2022**
RECOMMENDATION
 1. That the Board Governance policy amendments as set out in Report No. 2022-04 be approved.
 - 8.4. **2022-05 The Library and Political Elections policy**

RECOMMENDATION

1. That the Board approve The Library and Political Elections Policy as attached to Report No. 2022-05.

9. UNFINISHED BUSINESS
10. NOTICE OF MOTIONS
11. NEW BUSINESS / ENQUIRIES / COMMENTS
12. CLOSED SESSION
13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION
14. ADJOURNMENT

OXFORD COUNTY LIBRARY BOARD

MINUTES

February 28, 2022

Online via YouTube

www.ocl.net/livestream

Members Present Chair Marcus Ryan
 Vice-Chair David Mayberry
 Councillor Don McKay
 Warden Larry Martin
 Regina Smith
 Julia Harris
 Laura Langford

Staff Present L. Miettinen, CEO/Chief Librarian
 L. Buchner, Director of Corporate Services

1. CALL TO ORDER

1:04 p.m. with Marcus Ryan in the chair.

2. APPROVAL OF AGENDA

Chair Ryan will provide an update on the CEO recruitment process under New Business.

RESOLUTION NO. 1

Moved By: David Mayberry

Seconded By: Laura Langford

That the Agenda as amended be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

4.1 December 13, 2021

RESOLUTION NO. 2

Moved By: Larry Martin
Seconded By: Julia Harris

That the Library Board minutes of December 13, 2021 be accepted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

NIL

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

NIL

7. CONSIDERATION OF CORRESPONDENCE

7.1. Dina Stevens, Executive Director, Federation of Ontario Public Libraries

RESOLUTION NO. 3

Moved By: Larry Martin
Seconded By: Regina Smith

That the correspondence dated December 14, 2021 and January 24, 2022 be received.

DISPOSITION: Motion Carried

8. REPORTS

8.1. Statistics

RESOLUTION NO. 4

Moved By: Laura Langford
Seconded By: Julia Harris

That the Statistics for the one month ending January 31, 2022 be accepted.

DISPOSITION: Motion Carried

8.2. 2022-01 Librarian's Report

RESOLUTION NO. 5

Moved By: David Mayberry
Seconded By: Regina Smith

That the Board receive Report No. 2022-01 for information and discussion purposes.

DISPOSITION: Motion Carried

8.3. 2022-02 Accessibility in the Library Policy

RESOLUTION NO. 6

Moved By: Laura Langford

Seconded By: David Mayberry

1. That the Library Board approve the Accessibility in the Library Policy as presented in Report No. 2022-02;
2. And further, that the Library Board receive the County of Oxford's Accessibility Standards for Customer Service Policy and the Multi-Year Accessibility Plan for information and discussion purposes.

DISPOSITION: Motion Carried**9. UNFINISHED BUSINESS**

NIL

10. MOTIONS

NIL

11. NOTICE OF MOTIONS

NIL

12. NEW BUSINESS / ENQUIRIES / COMMENTS

L. Buchner provided the Board with a brief status update on the CEO recruitment process.

13. CLOSED SESSION

NIL

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

15. ADJOURNMENT

Library Board adjourns at 1:41 p.m.

CHAIR

SECRETARY

OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS													TOTAL to Date	2021 TOTAL	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	2022 AUG	SEP	OCT	NOV			DEC
BROWNSVILLE	2021	246	103	130	220	170	148	151	176	117	81	56	126	349	1,724
	2022	234	123											357	
BURGESSVILLE	2021	1,177	948	825	1,225	1,067	1,244	1,678	2,055	1,652	1,625	1,628	1,860	2,125	16,984
	2022	2,070	1,658											3,728	
EMBRO	2021	630	687	682	566	496	699	600	672	624	479	615	625	1,317	7,375
	2022	575	591											1,166	
HARRINGTON	2021	303	384	398	355	363	395	394	394	285	204	314	435	687	4,224
	2022	419	492											911	
INGERSOLL	2021	2,941	3,114	4,404	3,556	3,313	2,993	6,905	6,652	5,516	6,075	6,129	7,765	6,055	59,363
	2022	6,167	6,963											13,130	
INNERKIP	2021	889	970	1,211	986	1,043	1,050	1,160	1,282	975	1,020	933	1,069	1,859	12,588
	2022	1,164	1,293											2,457	
MOUNT ELGIN	2021	661	667	742	466	682	585	456	611	714	735	729	755	1,328	7,803
	2022	785	873											1,658	
NORWICH	2021	2,749	2,432	2,754	2,956	3,214	3,337	3,350	3,435	3,095	3,317	2,708	2,977	5,181	36,324
	2022	3,418	2,812											6,230	
OTTERVILLE	2021	820	685	824	796	892	1,354	1,036	1,373	1,492	1,304	1,346	1,292	1,505	13,214
	2022	1,097	957											2,054	
PLATTSVILLE	2021	998	1,236	1,184	1,108	1,094	1,323	1,111	1,457	1,167	1,182	1,066	1,193	2,234	14,119
	2022	1,466	1,392											2,858	
PRINCETON	2021	551	548	710	565	446	654	742	659	534	503	708	773	1,099	7,393
	2022	742	872											1,614	
TAVISTOCK	2021	1,054	1,016	994	984	931	1,321	1,208	1,637	1,349	1,350	1,232	1,408	2,070	14,484
	2022	1,654	1,720											3,374	
THAMESFORD	2021	983	871	694	1,021	773	879	1,065	949	894	1,175	1,036	1,128	1,854	11,468
	2022	963	1,257											2,220	
TILLSONBURG	2021	4,542	3,833	4,951	4,252	4,076	4,281	6,201	5,791	5,066	5,599	5,632	7,632	8,375	61,856
	2022	6,263	6,371											12,634	
TOTALS:	2021	18,544	17,494	20,503	19,056	18,560	20,263	26,057	27,143	23,480	24,649	24,132	29,038	36,038	268,919
	2022	27,017	27,374	0	0	0	0	0	0	0	0	0	0	54,391	
Annual Change:		45.7%	56.5%											50.9%	
Digital TV & Movies	2021	407	429	363	412	392	198	331	438	375	246	360	330	836	4,281
	2022	402	389											791	
Zinio (Magazines) Overdrive as of Apr/21	2021	856	853	815	41	1,210	637	579	622	608	433	626	666	1,709	7,946
	2022	1,005	761											1,766	
Tumble Books	2021	667	282	364	402	380	266	168	146	125	288	271	329	949	3,688
	2022	248	143											391	
Digital Music	2021	2,534	2,447	2,409	2,826	2,479	1,944	1,592	1,456	1,754	1,656	1,777	1,567	4,981	24,441
	2022	1,564	1,724											3,288	
Press Reader	2021	655	336	509	574	437	464	436	250	235	924	741	1,530	991	7,091
	2022	1,248	564											1,812	
Digital Audiobooks	2021	5,983	5,412	5,827	5,730	5,844	5,567	5,835	5,989	5,360	5,937	5,604	5,267	11,395	68,355
	2022	6,170	5,520											11,690	
Digital ebooks	2021	7,448	6,630	6,851	6,863	7,225	6,953	7,353	7,262	6,228	6,494	6,099	5,967	14,078	81,373
	2022	6,913	6,197											13,110	
TOTALS: Audio and ebooks	2021	13,431	12,042	12,678	12,593	13,069	12,520	13,188	13,251	11,588	12,431	11,703	11,234	25,473	149,728
	2022	13,083	11,717	0	0	0	0	0	0	0	0	0	0	24,800	
Annual Change:		-2.6%	-2.7%											-2.6%	

To: Oxford County Library Board

From: CEO/Chief Librarian

Librarian's Report – March 2022

RECOMMENDATION

1. That the Board receive Report No. 2022-03 for information and discussion purposes.

COVID-19 Pandemic Response

The province has lifted mandatory mask mandates in all but high-risk settings effective Monday, March 21. Public libraries are not included in the list of businesses and organizations where masking will remain a legislated requirement. County Council, at its March 9 meeting, approved the maintenance of current protocols for staff and contractors, including masking, until April 11. County Council approved the lifting of regular testing for unvaccinated employees and contractors effective April 11. Room capacity limits will also be lifted on April 11. The County is encouraging continued masking, but will not deny visitors access to facilities if not wearing a mask. In accordance, branches will display signage encouraging the use of masks but will not require it.

The Norwich branch has remained at curbside due to masking non-compliance issues. The building will reopen to the public within the next few days, once the interior can be put back in order, given that furniture and equipment had to be stored in the library to make room for the daycare's Before- and After-School program which is being held in the Program Room for the next few weeks.

From March 21 to April 11, all staff will be required to wear a mask while at work. Library visitors will be passively encouraged through signage to wear a face covering but will not be denied entry or service if they are not wearing a mask.

Library staff have been assured that they are most welcome to continue to wear masks in the workplace beyond April 11. Plexiglass shields will remain in place for the foreseeable future so that staff can limit their proximity to patrons not wearing masks.

There exists some concern amongst staff that certain branch locations might experience negative behaviours from patrons who have been aggressive with regard to the mask mandate. However, inappropriate behaviours should be able to be addressed using the Library's Code of Conduct. Staff will continue to monitor the situation at branches and provide support as required.

Section 23 of the Public Libraries Act empowers libraries to make rules regarding the use of and admission to the library. If by lifting the mandatory mask

requirement, there arises any major concerns regarding the safety of staff or others using the library, the Library would have the authority to reinstate a masking requirement.

Oxford County Library Fund

I had informed the Board in my letter of resignation for retirement that I had donated funds to the Oxford Community Foundation in order to establish an Oxford County Library Fund. This will be a Fund that I will continue to support moving forward. I am currently working with Foundation staff to develop a brochure explaining about the purpose of the Fund. The brochure can be made available at all OCL branches for the public to pick up. While we do receive financial donations throughout the year, and donors always have the choice of donating to the system as a whole or donating to an individual branch, I believe that the Fund will serve as an additional vehicle for encouraging philanthropy toward the library. OCL will undoubtedly benefit from the support and exposure that the Oxford Community Foundation can provide. Each year, proceeds from investment income will be granted to the library to be used to enhance services at the discretion of staff. While early years' grants will be small, hopefully over time they will grow.

I will ensure that the brochure, once finished, is made available to the Board for an upcoming meeting.

Establishing the Oxford County Library Fund was important to me as a tangible way of expressing my appreciation for the opportunities given to me over the past 22 years.

Staff Activities

In August 2020, the Board established three key strategic tactics that would be used as the cornerstones of Library Business Plans for the years 2020 through 2022:

- 1) Define what we are, and what we are aiming to be;
- 2) Communication and Awareness: living the Oxford County Library brand;
- 3) Technology Leadership.

As we all know, the COVID-19 pandemic was a major disrupter and prevented the Board and staff from being able to pursue all of these goals as planned. However, I believe that during the last two years, good progress has been made on the second and third tactics.

Four icons to further brand the action words of the library brand -- connect discover share become -- are now the backbone of marketing efforts. Programs and services are tied to the tagline elements and craft and activity kits are now given to families in branded bags. Throughout the pandemic, social media has been the major tool for communication, and the quantity and quality of our video programs has steadily improved. New communication channels have been created, such as the myaccount and curbsidebooks emails and the Caring Calls program, and patrons are using those tools to connect with OCL staff to learn about our services and how they can specifically address their needs.

As the Board will hear during Monday's staff delegation, OCL is building a Maker Culture and by so doing, can offer experiential opportunities for the public to engage with emerging

Report No: 2022-03
CORPORATE SERVICES
Board Date: March 21, 2022

technologies and gain access to technologies which can help them realize their personal, professional, and educational needs – all with the support and assistance of knowledgeable staff. A key focus will continue to be reaching low-income families.

In response to the pandemic, the ability to provide tech coaching remotely was developed, and tech tutorials are regularly being created and posted to the library's YouTube channel as well as Niche Academy, our new platform for lifelong learning. Virtual tech coaching will continue to be offered, as the ability to get help from home is a convenience for many and increases our reach.

I would strongly encourage this or the next Board to undertake a Strategic Planning exercise, using the services of an outside consultant, optimally early in the term of the next Board. There are several library systems, including county systems, which have recently completed Strategic Plans. The process of doing an environmental scan and the setting of strategic priorities helps to develop Work Plans to guide annual Business Plan goals and objectives, and provides a basis for ongoing evaluation.

Staff News

Our long-standing Administrative Support Coordinator, Barb St. Clair, has announced her retirement, with her last day of work being April 29. Barb started with OCL in 2005 and quickly became indispensable. She has provided such a high degree of professionalism, and on top of day-to-day administrative duties and branch support, she has been responsible for critical duties such as the Annual Survey and the Public Libraries Operating Grant submissions each year. She provides a high level of support to all branches and HQ staff. During COVID, Barb's attention to detail and organizational excellence was recognized and she was seconded to work at the Mill Street EMS Depot part-time, helping as part of the Logistics Team to set up the Provincial PPE Inventory Store and Community Donations program. Over time, her EMS hours were reduced and she was able to return more fully to OCL duties. Some of our Board members will not have had the opportunity to meet Barb in person as she has not been able to attend Board meetings throughout the pandemic, Mondays having been one of her EMS shifts. Needless to say, there will be much change at Library HQ over the next couple of months. Library staff will miss Barb greatly.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

To: Oxford County Library Board
From: CEO/Chief Librarian

Board Governance Policy Review

RECOMMENDATION

1. That the Board Governance policy amendments as set out in Report No. 2022-04 be approved.

REPORT HIGHLIGHTS

- To review and revise Board Governance policies, as part of the Board’s Policy Review schedule







Implementation Points

Once approved, the revised Governance Policy Manual will be added to Board Policies documents.

Financial Impact

The recommendation as found in this report will have no financial impact beyond what has already been approved in the current year’s operating budget.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.ii.	

DISCUSSION

Background

Report No: 2022-04
CORPORATE SERVICES
Board Date: March 21, 2022

The Governance Policy Manual as revised in 2018 encompasses the following policy areas:

- Planning
- Delegation of Authority to the CEO
- Advocacy
- Policy Development
- Succession Planning
- Code of Conduct
- Board Orientation
- Advisory Committees/Friends of the Library
- Board Training and Development
- Annual Board Evaluation
- Board Duties and Responsibilities
- CEO Performance Appraisal
- Board Committees
- Municipal Freedom of Information and Protection of Privacy Act (establishing a Head for MFIPPA purposes).

Comments

The following revisions to the Governance Policy Manual are recommended at this time:

1) Board Orientation:

An orientation manual may be in print or electronic format.

Reference to the Southwestern Ontario Library Service changed to Ontario Library Service.

2) Board Training and Development:

Reference to the Southwestern Ontario Library Service changed to Ontario Library Service.

3) Advisory Committees/Friends of the Library:

Point six should be amended to reflect the inactive status of the Tillsonburg Friends Group.

4) Succession Planning

The number of Board members changed from 8 to 7.

The suggested revisions are tracked in the attached document.

Conclusions

The draft revised governance policies is in accordance with the requirements of the Ontario Public Library Guidelines.

Report No: 2022-04
CORPORATE SERVICES
Board Date: March 21, 2022

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 Oxford County Library Board Governance Policies (draft revised)

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

PLANNING

BACKGROUND

Section 20(a) of the Public Libraries Act, RSO 1990, chapter P.44 requires that a library board "shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs". An effective planning process will help to ensure that the library can provide this service.


PURPOSE

The Oxford County Library Board shall make certain that an effective planning process is in place for the library that ensures that:

- a) the library needs of the community are met
- b) the library is able to respond to changing needs and trends in the community
- c) community input is received during the planning process
- d) key decision makers in the community make a long-term commitment to library services
- e) there is continuity of services regardless of personnel changes in board or staff
- f) library funds are spent in a deliberate and responsible manner
- g) services available elsewhere in the community are not unnecessarily duplicated

PROCEDURES

1. To ensure an effective planning process, the Board shall, once each term, review and assess:
 - a) client needs in the communities served by the library;
 - b) the services of the library in the light of assessed client needs;
 - c) the library's mission statement, goals and objectives;
 - d) current planning documents.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

DELEGATION OF AUTHORITY TO THE CEO

BACKGROUND

The board's official connection to the library staff, its achievement, and conduct will be through the Chief Executive Officer. Therefore, the authority and accountability of staff, as far as the board is concerned, is considered to be the authority and accountability of the Chief Executive Officer (CEO).

-

PURPOSE

The board shall give direction to the CEO through decisions made by the board acting as a body. Only decisions made in this manner are binding on the CEO. Such decisions include but are not limited to:

- a) Decisions made at duly constituted board meetings
- b) Approved written policies
- c) Approved budgets and plans
- d) Approved CEO Position Description

PROCEDURES

1. Decisions or instructions of individual board members, officers or committees are binding on the CEO only if the board has specifically authorized such exercise of authority.
2. The board shall not give instructions to persons who report directly or indirectly to the CEO.
3. The board shall not evaluate, either formally or informally, any staff other than the CEO.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

ADVOCACY

BACKGROUND

1. Community: The board shall endeavour to build and maintain good relationships with clients and community organizations which use library services to ensure their continued support.
2. Municipal councils: The board shall endeavour to represent the community's needs for public library service to municipal councils on a continuous and consistent basis.
3. Other levels of government: Identify and respond to issues, concerns and government policies that may directly or indirectly affect Oxford County Public Library.

PURPOSE

The Oxford County Library Board believes that it has a responsibility to advocate for the best possible public library service for the community. In view of the fact that ***The Public Libraries Act, R.S.O. 1990*** provides that municipal council shall have the power to appoint members to the library board, the Board, therefore, is responsible to promote the interests and aims of the Oxford County Public Library. In pursuing its advocacy activities, the committee shall:

- a) Respect Federal legislation governing advocacy and lobbying, the Public Libraries Act and any applicable municipal by-laws governing local boards;
- b) Comply with the Library's current mission and goals;
- c) Seek to ensure that the community is aware of the importance of the library, and that the municipal council and administration fully understand the important role played by the library in the community.

PROCEDURES

- 1) The Library Board Chairperson (or delegate) or the Chief Executive Officer (or delegate) shall be the official spokesperson for the Oxford County Public Library on advocacy issues, depending upon availability and the nature of the issue.
- 2) The Board shall prepare an advocacy plan each year, based on the goals and objectives set forth in the approved annual Business Plan. The advocacy plan shall include
 - a) Coordination with stakeholder organizations
 - b) Relations with the municipality
 - c) Relations with other organizations
 - d) Community awareness
- 3) Board members should be encouraged to attend a Library Advocacy Workshop.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

POLICY DEVELOPMENT

BACKGROUND

The **Public Libraries Act** gives the Oxford County Library Board the authority to set policy for the library to ensure its effective governance and organization over time and to direct the future discretionary action of board members, committees and staff. Accordingly, the Board includes Foundation, Governance and Operational policies to ensure effective governance, management and administration of the library's affairs.

Resolution – A resolution is considered to be an official expression of opinion by the members of the library to express desires on specific matters pertaining to governance or management.

Motion – A motion is considered to be an official proposal presented at a duly authorized meeting of the Board to place an item on the table for discussion. Once passed, it is used by the Board to provide authority for an individual, committee or staff member to act on behalf of the Board and to receive reports of those actions and Board decisions.

Policy – A policy is considered to be a written statement designed to guide the conduct of the Oxford County Public Library's affairs, authorized by the Board. The Board's policies are meant to clarify a) what the library hopes to accomplish over time and b) provide the parameters, terms, conditions and procedures which will guide Board, committee and staff action.

Foundation Policies – Foundation Policies are considered to be those policies which broadly define why the Oxford County Public Library exists, what it will seek to accomplish, with whom it will work and the steps it will take in achieving this mission.

Governance Policies - Governance Policies are considered to be those policies which set out how the Board will conduct its work. Governance policies include those policies included in this Governance Policy Manual.

Operational Policies - Operational Policies are considered to be those statements that direct the future action of all personnel in carrying out their duties.

PURPOSE

1. Governance and Operational policies shall include three sections: Background, Purpose, and Procedures. The Background statement defines the background and legislative context for the policy while the Purpose section aligns the policy with library goals and priorities. Finally the procedure portion identifies who is responsible for implementing the policy as well as how and when implementation shall occur.
2. All policies shall be reviewed once during the board's four-year term.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

3. No policy shall contravene the **Public Libraries Act**, any applicable County by-law or provincial or federal legislation. If there is doubt as to whether the policy contravenes any of the above, a legal review shall be required.
4. All policies shall be consistent with the library mission and goals.

PROCEDURES

Initiation

1. Initial suggestions for policy development may come from Board members, committee members, library staff, municipal council, provincial government or other funding agencies.

Approval

1. A policy recommendation may be introduced through a motion at a duly-constituted Board meeting.
2. The motion may be tabled for a second reading at a subsequent meeting or passed at the initial meeting.

Distribution

1. Following approval of a policy, the Chief Executive Officer shall include a copy in the Policy manual and post a public copy on the library website.
2. All policies shall be coded according to policy type and shall indicate the date of approval and the date of the next review.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

SUCCESSION PLANNING

BACKGROUND

Oxford County Library Board believes that it has a responsibility to ensure the continuity of the library board over time. Since the **Public Libraries Act** provides that County Council shall have the power to appoint members to the library board, the Board, therefore, will promote library board membership to interested and qualified residents of Oxford County.

PURPOSE

1. In pursuing this promotion, the Board will:
 - a) Proceed according to the **Public Libraries Act** and any applicable County by-laws governing appointments to local boards;
 - b) Work with County Council in a collaborative fashion;
 - c) Consider the collective skills required of the board to govern the library effectively;
 - d) Allow for representation of community diversity.
2. Citizen appointees may serve for a maximum of 2 consecutive terms consistent with the term of County Council as stated in the Oxford County Library Procedures for the Operation of the Board.
3. Since there is no provision in the **Public Libraries Act** for staggering terms of office, the board will make all possible effort to ensure that a minimum of 3 of the ~~7~~⁸ board members continue from one term to the next.

PROCEDURES

- 1) The Board shall identify the skills needed in advance of the recruitment process during the year of a municipal election.
- 2) The Board shall develop a plan to encourage potential board members to make application to the municipality for appointment to the library board.

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Board Motion Number:	2018-06	Date of Review:	2022
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CODE OF CONDUCT

BACKGROUND

The Oxford County Library Board expects of itself and its members, proper use of authority and appropriate decorum in group and individual behaviour when acting on the Library's behalf.

PURPOSE

1. Only decisions approved by motion of the Board shall have legal and binding authority, unless rescinded or amended by motion of the Board.
2. Board member accountability to the library shall supersede any conflicting loyalty, such as that to advocacy or interest groups and membership on other boards, organizations, or staffs, and the personal interest of any Board member acting as an individual consumer of the Library's service.

PROCEDURES

Board members shall:

1. Exert no authority as individuals over the Library, the CEO or the staff.
2. Be loyal to the interests of the library.
3. Adhere to the regulations of the *Municipal Conflict of Interest Act* in respect of pecuniary or fiduciary conflicts of interest;
4. Respect the confidentiality appropriate to issues of a confidential nature.
5. Conduct themselves with integrity to reflect credit on the Library, and inspire the confidence, respect and trust of colleagues, subordinates and the community;
6. Recognize the inability of any board member or board members to speak for the board except as explicitly set forth in board policies.
7. Adhere to all of the policies approved by the Board.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

BOARD ORIENTATION

BACKGROUND

An introduction to the role of the library board, the library, its facilities and services is an integral step in developing an effective library board. New board members need to understand the basics of the public library and the board's authority.

PURPOSE

The Library CEO and returning board members are responsible for providing an orientation for new library Board members as soon as possible after appointments are made.

PROCEDURES

1. Each new Board member shall be provided with ~~an orientation~~ manual materials including, but not limited to- the following:
 - a) Library Mission statement, Business Plan and policy manual;
 - b) Procedures for the operation of the Board;
 - c) List of board members, including contact information;
 - d) Responsibilities for the position of library board member;
 - e) Terms of reference for any board committees;
 - f) An application for library membership (for members not already a member);
 - g) Materials from previous meetings (minutes, budget and financial reports, committee reports, CEO's report);
 - h) Annual report including financial, board and library activities for the year;
 - i) Legacy Document of previous board;
 - j) Annual board calendar (including board meeting dates; key deadlines such as deadline for budget submission to council, board development opportunities and conferences)

2. New board members should participate in a tour of Headquarters and be introduced to staff members. The tour should include details of each department (if there are separate areas) and its function in relation to the work of the entire library. Through the course of the first year, the new board members should tour as many of the branch facilities as possible. The board may wish to hold board meetings at various facilities.

New Board members will be referred to orientation materials established by the board, the CEO and County staff as well as to the ~~Ontario Library Service~~ Southern Ontario Library Service website at www.olsservice.ca/ols.org for further orientation information such as the **Library Board Development Kit**.

Field Code Changed

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

ADVISORY COMMITTEES/FRIENDS OF THE LIBRARY

BACKGROUND

The Oxford County Library system depends on its branches having the support of the community served by the branch and requires excellent communication with each community.

PURPOSE

1. Role/Purpose: An Advisory Committee or Friends of the Library group shall choose as its purpose one or more of the following activities:
 - a) Advocate on behalf of the board for support for the library;
 - b) Hold special events;
 - c) Assist staff through the provision of volunteer help in accordance with a Volunteer Policy;
 - d) Undertake approved fundraising projects;
 - e) Advise the board on ways to improve library service to the community.
2. An Advisory Committee or Friends Group has no authority to institute policy for the branch.
3. The Advisory Committee shall review its purpose at least every board term and make any necessary revisions.
4. The Branch Supervisor shall provide formal liaison with the group and may act as Secretary. As such, the Branch Supervisor shall attend all meetings as a non-voting member.
5. Each Advisory Committee is encouraged to consider system-wide projects (e.g., sale of book bags).
6. Currently there are 2 Advisory Committees and 1 Friends of the Library group in the following branches:
 - a) Ingersoll Library Advisory Committee
 - b) Thamesford Library Advisory Committee
 - c) Tillsonburg Friends of the Library (currently inactive)

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

PROCEDURES

1. An Advisory Committee/Friends of the Library is established when:
 - a. A meeting is held in which a group of individuals desire to form an Advisory Committees/Friends of the Library;
 - b. The group notifies the Oxford County Library Board in writing of their intentions;
 - c. The Oxford County Library Board passes a motion to establish the Advisory Committee/Friends of the Library.
2. The name of an Advisory Committee/Friends of the Library shall be either "<Name of Branch> Public Library Advisory Committee" or "Friends of the "<Name of Branch> Library."
3. Membership in an Advisory Committee/Friends of the Library shall be limited to persons who hold a current Oxford County Library Borrower's card registered in their name.
4. An Advisory Committee/Friends of the Library shall annually elect a Chairperson and a Vice-Chairperson, and a Treasurer, if appropriate.
5. Since the Branch Supervisor acts as Secretary to the Advisory Committee/Friends of the Library, reasonable secretarial expenses shall be considered Branch expenses of the Oxford County Library Board. Such expenses shall be approved by the CEO.
6. An Advisory Committee/Friends of the Library shall hold regular meetings no less than four (4) times per year.
7. The Secretary shall forward copies of the minutes of each meeting to the Chief Executive Officer to be forwarded to the Oxford County Library Board.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

BOARD TRAINING AND DEVELOPMENT

BACKGROUND

In order to govern the library effectively, the board must fulfill its legal, ethical and functional responsibilities. Ongoing training and assessment is essential for the board to ensure this capability.

PURPOSE

1. The library board shall ensure that board members have the knowledge to:
 - a. Discuss, debate and plan the library's system's:
 - i. Mission, goals, objectives, programs and services;
 - ii. Ensure the necessary resources to operate the system;
 - iii. Understand the budget and financial statements;
 - b. Clarify the roles, duties, and responsibilities of the board, its committees, individual board members and the Chief Executive Officer.

PROCEDURES

1. The Board shall develop a plan for Board Development based on the requirements of its plan and annual board evaluation.
2. Board members shall be encouraged to attend the annual Ontario Library Association Super Conference. The Board shall include funds in the annual operating budget to ensure that at least two board members attend the conference. Attendees shall report back to the Board at a meeting following the conference.
3. Subject to available funds, board members may request assistance to attend other training opportunities such as those provided by ~~Ontario Library Service (OLS)~~ ~~Southern Ontario Library Service (SOLS)~~ or the Ontario Library Boards Association (OLBA) that are deemed to be appropriate for the work of the Board, and shall report back to the Board at a meeting following the session.
4. Each year, the Board shall delegate one member to attend the ~~SOLS Board Assembly~~ ~~Trustee Council~~ meetings. Following the ~~Board Assembly~~ ~~Trustee Council~~ meetings, the delegate shall report back to the Board.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

ANNUAL BOARD EVALUATION

BACKGROUND

Evaluation is the process by which the board determines if the organization is achieving what it should. It is an essential task of governing. Unless the board can assess its own skills, it will not have the credibility to judge the skills and performance of others.

PURPOSE

Since the board is accountable to the municipality and to the public for the performance of the library, the board shall demonstrate its accountability through the annual Business Plan.

Since the performance of the board as a unit is dependent upon the performance of all its members, the Board shall ensure its ability to govern the library by assessing the achievements, abilities and strengths and limitations of current Board members.

PROCEDURES

1. Under the leadership of the chairperson, the board will conduct a board self-evaluation annually in conjunction with the CEO performance review.
2. The board may request senior management (through the CEO) and/or an external party to act as a resource in making this self-evaluation.
3. The annual evaluation will focus on the board's responsibilities with particular emphasis on those areas outlined in Board Duties and Responsibilities policy.
4. Areas of focus for the evaluation will include both what the board accomplished in the previous year and what the board plans for the upcoming year.
5. The chairperson will distribute a report to the board prior to the next meeting outlining the results of this assessment.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

BOARD DUTIES AND RESPONSIBILITIES

BACKGROUND

Section 20 of the **Public Libraries Act** gives the library board the authority to direct and control a public library that provides comprehensive and efficient public library service reflecting the community's unique needs.

PURPOSE

As the body that bears legal responsibility for the Oxford County Library, the board shall have the following governance responsibilities.

1. Build and maintain a solid framework for the library's operations
2. Define the overall direction and results to be accomplished by the system
3. Delegate authority to the Chief Executive Officer in a clear and safe manner
4. Serve as a bridge between the library and the Council and- between the library and the community
5. Evaluate the results achieved by the system
6. Demonstrate accountability to key stakeholders

PROCEDURES

The library board shall:

1. Determine and adopt written policies to govern the operation of the library;
2. Understand the library-related needs of the community;
3. Determine and adopt an annual Business Plan;
4. Appoint a qualified Chief Executive Officer (CEO), Secretary and Treasurer;
5. Ensure a strong, stable framework is in place that clearly shows how authority is delegated to the CEO;
6. Provide for the annual evaluation of the CEO;
7. Measure whether the programs and activities used to achieve goals and objectives have achieved the intended results annually;
8. Ensure that the necessary resources are available to achieve intended results;
9. Evaluate the board regularly;
10. Ensure that the library is operated in accordance with the **Public Libraries Act, R.S.O. 1990, chapter P44.**

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

CEO PERFORMANCE APPRAISAL

BACKGROUND

The CEO Performance Appraisal is a written evaluation of the CEO's achievements and actions over the year. It provides an opportunity to review performance on a regular basis and to set objectives for the future. Since the Board is required to appoint a Chief Executive Officer who has general supervision over and direction of the operations of the public library and its staff, the CEO is entitled to know what is expected of him/her, how he/she is performing and what resources are available.

An established framework for the evaluation process helps to ensure consistency, both through time, success in meeting objectives, communication between the Board and the CEO, success in meeting objectives and objective analysis of performance.

PURPOSE

1. The Board shall oversee a written evaluation of the CEO's performance conducted annually in November. The review shall be facilitated by the Director of Corporate Services for the County of Oxford.

CEO Performance shall be assessed with reference to the previous year's objectives and expectations, current job description and results achieved and shall be conducted pursuant to the County's Performance Management Policy No. 5.8 using the County's Performance Appraisal Form for non-union employees. These tools shall be used to rate the CEO on executive qualities such as leadership, communication, and administration.

2. Performance appraisal reports are treated as confidential; and made available only to the individual and the Board. A copy of the evaluation shall be kept in the CEO's personnel file.

PROCEDURES

1. The Performance Appraisal Committee shall consist of the Chairperson or Vice-Chairperson, one other member of the Board and the County's Director of Corporate Services.
2. Upon completion of the CEO's annual performance appraisal, the Director of Corporate Services for the County of Oxford and the CEO will then submit a brief verbal report to the Board outlining the outcome of the process and a written report to the Board

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

recommending library objectives and actions as well as developmental and career objectives for the CEO for the upcoming year.

3. Following the evaluation, the CEO is informed of the performance rating.
 - a. If job expectations are met, the CEO will receive a salary grid increase unless the top of the salary grid has previously been achieved.
 - b. If the CEO's performance falls below the expected level, the Board shall inform the CEO. The Board shall specify how the performance has been judged to be unsatisfactory and advise the CEO that another performance review shall follow in three months' time.
 - c. If no improvement is shown at the second performance review a third performance review shall be undertaken after another three month period.
 - d. If, after the third appraisal, the CEO is still unable to improve his/her performance to meet the requirements of the position, the Board shall consider further action.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

BOARD COMMITTEES

BACKGROUND

Section 20 of the *Public Libraries Act* gives the library board the authority to appoint such committees as it considers expedient. However, the Board believes that committees should be used only to strengthen the board's ability to do its job and not to assist or advise staff.

PURPOSE

- 1) The Board currently has no standing committees.
- 2) Committees shall not supervise or direct staff nor obstruct the authority of the CEO.
- 3) Generally, committees shall prepare alternatives and implications for board consideration and debate rather than make recommendations.
- 4) Board committees may not speak or act for the board.

PROCEDURES

- 1) Terms of Reference including the purpose, objectives, authority, membership and time-limits shall be defined for every committee. Terms of reference must not infringe on CEO authority.
- 2) Once a committee has accomplished its expectations, the committee shall cease to exist.
- 3) A committee that is established by the board may include non-board members.

		OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL	
Board Motion Number:	2018-06	Date of Review:	2022
Date Approved:	March 19, 2018	Chairperson's signature:	

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

BACKGROUND

Section 3 (2) of the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") gives the members elected or appointed to the library board the authority to designate in writing an individual from among themselves to act as head of the institution for the purposes of the MFIPPA.

Section 49 (1) of the MFIPPA further provides that a head may in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution or another institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

PURPOSE

Whereas the Board deems it desirable and expedient to designate an individual from among themselves to act as head of the Board for the purposes of the MFIPPA and to delegate the powers and duties vested in the head to an officer of another institution. This policy shall designate the Chairman as head and shall delegate all of the powers and duties vested in the head to the Director of Corporate Services for the County of Oxford, or his/her designate.

PROCEDURES

- 1) The Board shall refer all formal access requests for Board records to the Director of Corporate Services for the County of Oxford, keeping in mind that the statutory response time is 30 days.
- 2) The Board shall consult with the Director of Corporate Services for the County of Oxford with respect to all policies and procedures relating to access and privacy of Board records, including access to and privacy of personal information in the custody or control of the Board.
- 3) This delegation may be restricted or revoked at any time without notice.

To: Oxford County Library Board
From: CEO/Chief Librarian

The Library and Political Elections Policy

RECOMMENDATION

1. That the Board approve The Library and Political Elections Policy as attached to Report No. 2022-05.

REPORT HIGHLIGHTS

- Establishes mandatory rules for the use of library facilities, resources, and infrastructure during election campaign periods
- Balances the need for civic engagement and participation with the legal responsibility to ensure that no candidate, registered third-party advertiser, or political party receives an unfair advantage







Implementation Points

Once approved, the Policy will be posted on the library website.

Financial Impact

The recommendation as found in this report will have no financial impact beyond what has already been approved in the current year’s operating budget.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.i.	

DISCUSSION

Background

The *Municipal Elections Act* requires local boards, including public library boards, to establish rules for the use of board resources during an election campaign period. Local boards must have rules and procedure in place by May 1 of the election year. The next Ontario municipal elections are October 24, 2022.

Comments

Ontario Library Service (OLS) recently updated its sample policy, “The Library and Political Elections”, for use by Ontario public libraries. The draft policy as attached to Report No. 2022-05 is modeled in large part on the OLS sample policy. I am very grateful for the support and assistance provided to public libraries by OLS.

Conclusions

Establishing this policy ensures that Oxford County Library is in accordance with the requirements of the *Municipal Elections Act 1996*, the *Ontario Elections Finances Act*, and the *Canada Elections Act*.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 The Library and Political Elections Policy (draft)



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2022-05	Year of Next Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	
Reference Documents:	<i>Community Information Policy.</i> <i>Meeting Room Policy.</i>		

THE LIBRARY AND POLITICAL ELECTIONS

BACKGROUND

One of Oxford County Library's core values is to support the community in civic engagement and participation.

The Library must act and appear to act in a non-partisan way at all times, especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. This policy applies to municipal, provincial, and federal elections.

PURPOSE

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot. It is also to ensure that Oxford County Library is in compliance with relevant legislation including, but not limited to, the *Municipal Elections Act*, the Ontario *Elections Finances Act*, the *Canada Elections Act* and relevant municipal by-laws.

This policy applies to Board members, employees and volunteers at the Library in their dealings with candidates and political parties and the use of Library resources during political campaigns.

PROCEDURES

Section 1: Responsibility and application

1. This policy applies to Board members, employees, and volunteers of the library in their dealings with candidates and political parties and the use of library resources during political campaigns.
2. It is the responsibility of the Library CEO to ensure that the library complies with legislation related to elections at all levels – municipal, provincial, and federal.

Section 2: Use of library resources and property

1. It is the responsibility of the library to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage in the use of library resources at any time.
2. For municipal elections, by May 1st in the election year, the library will establish the rules



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2022-05	Year of Next Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	
Reference Documents:	<i>Community Information Policy.</i> <i>Meeting Room Policy.</i>		

and procedures with respect to use of library resources during the period leading up to the municipal election. This requirement is found in the *Municipal Elections Act 1996*, Clause 88.18 *Use of municipal, board resources* which states:

“Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

3. Rules for use of library resources and property are as follows:
 - a. All candidates and political parties have equal access to publicly available resources and services of the library.
 - b. Meeting rooms may be rented in accordance with the Oxford County Library Meeting Room Policy.
 - c. Candidates cannot use equipment, supplies, staff, or other operational resources of the library nor may they use the library's logo in any campaign material.
 - d. “All-candidates” meetings can be held in the library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.
 - e. Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the library, unless prohibited by a municipal by-law.
 - f. In accordance with the *Canada Elections Act* section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections candidates will be granted the same right to campaign in the library.
 - g. In accordance with the Oxford County Library Community Information Policy, during an election political materials may be eligible for posting or display in the library for the sole purpose of announcing meetings and forums for discussion of community issues.
 - h. No election sign or poster specific to a candidate or political party can be posted on the grounds of the library or in the library building.

Section 3: Campaign contributions

The Library will comply with legislation on campaign contributions at all levels.

1. Municipal Elections

The Board may not contribute to the campaign of any candidate or political party in the form of money, goods or services. This is in accordance with the *Municipal Elections Act*, Section 88.8 which reads:

Board Motion Number:	2022-05	Year of Next Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	
Reference Documents:	<i>Community Information Policy. Meeting Room Policy.</i>		

“Contributions to candidates

88.8 (1) *A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate. 2016, c. 15, s. 51.*

Only during election campaign

(2) *A contribution shall not be made to or accepted by a candidate or an individual acting under the candidate's direction outside the candidate's election campaign period described in section 88.24. 2016, c. 15, s. 51.*

Who may contribute

(3) *Only the following persons may make contributions:*

1. *An individual who is normally resident in Ontario.*
2. *Subject to subsection (5), the candidate and his or her spouse. 2016, c. 15, s. 51.*

Who cannot contribute

(4) *For greater certainty, and without limiting the generality of subsection (3), the following persons and entities shall not make a contribution:*

1. *A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.*
2. *A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.*
3. *A corporation that carries on business in Ontario.*
4. *A trade union that holds bargaining rights for employees in Ontario.*
5. *The Crown in right of Canada or Ontario, a municipality or a local board. 2016, c. 15, s. 51.”*

2. Provincial Elections

The Board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services in accordance with the Ontario *Elections Finances Act*, Section 16(1) which reads:

“16 (1) Contributions to parties, constituency associations, nomination contestants, candidates and leadership contestants registered under this Act may be made only by persons individually. 2016, c. 22, s. 10 (1).”

3. Federal Elections

The Board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2022-05	Year of Next Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	
Reference Documents:	<i>Community Information Policy.</i> <i>Meeting Room Policy.</i>		

of federal political parties in the form of money, goods or services in accordance with the *Canada Elections Act*, Section 363(1) which reads:

"363 (1) No person or entity other than an individual who is a Canadian citizen or is a permanent resident as defined in subsection 2(1) of the Immigration and Refugee Protection Act shall make a contribution to a registered party, a registered association, a nomination contestant, a candidate or a leadership contestant."

Section 4: Employee, Volunteer and Board Member Participation in Election Campaigns

1. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out their library duties and must not participate in campaign activities during their working hours.
2. With respect to a municipal election, any library employee running as a candidate in the municipal election will comply with the entirety of Section 30 of the *Municipal Elections Act* which reads, in part:
"30 (1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day. 1996, c. 32, Sched., s. 30 (1); 2002, c. 17, Sched. D, s. 9 (1)."
3. Board members may continue their library board responsibilities when they are running for office.

Section 5: Requests for Information about the Library

1. The CEO will coordinate requests for information about the Library received from candidates or political parties.
2. Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.
3. Any candidate or political party may request a meeting with the CEO or tour of the Library.