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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: October 21, 2020

RE: **Consolidated revisions to Governance Policy**

Background:

In May 2019, the Library Board approved a new Code of Conduct for Directors on the board as well as a revised policy for dealing with complaints against Directors. These were approved as changes to the Governance Policy, which is the document that expands on the Public Libraries Act and the Library Board's own Constitution in providing details on the Board's organization, procedures, and responsibilities.

At the time, it was planned that the Board would approve a full revised Governance Policy once a number of smaller changes had been drafted.

Discussion:

The attached draft revised Governance Policy consolidates the already-approved changes with a number of suggested changes in other areas. These include:

- A clarification that the Chair, by law, is elected for the entire term of the Board
- A clarification that the C.E.O. by default is also Treasurer and Secretary;
- Clarification of membership on the Executive Committee;
- Clarification of consecutive terms of Directors and of disqualification through non-attendance, and the powers Council may exert related to both;
- Clarification that Director expenses are reimbursed as per the library's Expense Reimbursement Policy;
- An addition of clauses surrounding remote participation in meetings as well as meetings held entirely virtually, consistent with applicable laws;
- Changes to ensure gender-neutral language;

- Small grammatical and spelling corrections.

With the exception of already-approved changes (which are in red but not underlined) all changes are displayed on the draft in Tracked Changes format (in colour and underlined).

Conclusion:

The following motions are recommended:

THAT the Library Board receive the report on consolidated revisions to the Governance Policy;

AND THAT the Library Board approve the Governance Policy as presented.