

## TERMS OF REFERENCE

BOARD/COMMITTEE:	Public Library Board
TERM:	December 2022 – November 2026 (4 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.: ALTERNATE:	Deputy Mayor Burt Councillor Hodge-Greaves

### Background:

The Public Libraries Act shall provide the basis for the Public Library Board.

### Purpose/Mandate:

The Township will make available to the Public Library Board the properties at:

- 2363 County Road 45, Norwood; and
- 312 Centre Line Road, Westwood

for the purposes of providing Library services to the residents of the Township of Asphodel-Norwood.

### Board Composition:

There shall be a minimum of five (5) members on the Public Library Board which shall include:

A minimum of one (1) Township Council representative and a minimum of four (4) appointed members from the community.

### Time Frame:

The Public Library Board members shall be appointed for a four (4) year term.

### Budget:

The Township Treasurer or designate shall provide monthly financial statements to the Public Library Board. An annual budget is prepared by the Board and submitted to the Township Treasurer for Council approval in November of each year for funding for the following year. The Library budget shall be inclusive of all costs associated with service provision, building maintenance, capital projects, insurance and the annual audit. An

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## **PUBLIC LIBRARY BOARD TERMS OF REFERENCE Continued**

annual audit shall occur in conjunction with the annual audit conducted by the external auditors for the Township. Following the approval of the budget by Council, the CEO/Librarian and the Board Treasurer, assisted by the Finance Committee, will ensure that expenditures are made in accordance with the annual budget. Minor reallocations of funds are permissible with the Public Library Board approval.

### **Meeting Protocols:**

The Public Library Board shall meet on the second Monday of the month at 7:00 pm at one (1) of the Township library branch locations, unless otherwise agreed upon by the Library Board members with the exception of the months July, August, and December.

An agenda shall be prepared and submitted to all Board members no later than three (3) days prior to the meeting. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendations of the Board.

The CEO/Librarian will maintain an up-to-date minutes binder, inclusive of monthly expenses/revenue statements, for presentation to the Township Auditor on request. The Secretary of the Library Board will send a copy of all approved Board meeting minutes to the Clerk for circulation to Council.

All Board members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all Board members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

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**PUBLIC LIBRARY BOARD  
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**In addition:**

The Township shall designate a management person to manage Library property matters as set out in this agreement. (Referenced herein as Township Facilities Manager)

The Township Facilities Manager, the Public Library Board Property Liaison, and the CEO/Librarian shall make, as a minimum, an annual on-site inspection of the properties with a view to identifying maintenance and capital projects anticipated in the next budget year. This inspection will take place prior to budget preparation. The Township Facilities Manager and/or the CEO/Librarian shall provide project estimates for the budget development purposes. The Public Library Board Property Liaison, the CEO/Librarian and the Township Facilities Manager shall prioritize the needs and schedule anticipated completion dates for approved projects.

The Township Facilities Manager and/or the CEO/Librarian shall arrange quotations for maintenance/capital projects in accordance with the Public Library Board Purchasing Policy, unless waived by the Board, and will provide work progress updates to the CEO/Librarian.

Grass cutting, fall clean-up, snow removal, maintenance, housekeeping contracts and litter pick-up shall be the responsibility of the Township Facilities Manager. The CEO/Librarian shall communicate with the Township Facilities Manager should there be any issues that require additional attention.

The Township Facilities Manager shall oversee the maintenance and regular inspections of the elevator at the Norwood Branch. The Public Library Board's current Service Agreement with ThyssenKrupp Elevator has proven to be most satisfactory.

The Public Library Board shall have the option of renting either facility to community groups. The CEO/Librarian shall oversee the rentals. Revenue derived shall be included as Library Revenue.

Insurance policies and premiums for Library buildings, collections, technical equipment, general contents, personal liability and such shall be included in the overall Township Insurance Policy. The premium, related to the Library, shall be charged to the Library budget. An up-to-date inventory shall be kept by the CEO/Librarian.

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I have read this Terms of Reference and hereby covenant and agree to all of the general and specific terms and conditions as set out and hereby covenant and agree that the Asphodel-Norwood Library Board is responsible and obligated to fulfill their respective obligations and budgeted expenses in accordance with the terms and conditions as set out in the Terms of Reference.

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Board Chair

\_\_\_\_\_  
Witness

Asphodel-Norwood Public Library Board

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

In consideration of the covenants and agreements made by the applicate, we hereby accept this Terms of Reference on behalf of the Township so as to permit the Applicant the right to use the municipal premises, services and personnel in accordance with the above noted agreement.

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Mayor, Patrick Wilford

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Clerk, Candice White