



Delegation of Authority to the CEO/Chief Librarian

Governance

Purpose

This policy establishes how the Board will delegate authority to the CEO/Chief Librarian.

Policy

Authority of the Brantford Public Library Board

The Brantford Public Library is under the management and control of the Brantford Public Library Board (the “Board”) pursuant to section 3(3) of the *Public Libraries Act*, R.S.O. 1990, c. P.44. The Board is accountable for all decisions affecting the Brantford Public Library.

The Board has appointed a Chief Executive Officer and Chief Librarian (the “CEO”) who, as confirmed by this Delegation of Authority, has general supervision over, and direction of, the operations of the Brantford Public Library and its staff.

The Board may impose such terms and conditions upon this delegation as it sees fit, and this shall include the power to vary such terms or rescind any part or all parts of the delegation.

General Responsibilities of the CEO

In addition to the general supervision over, and direction of, the operations of the Brantford Public Library and its staff, as outlined in the current CEO job description, the Board delegates to the CEO the responsibilities to:

1. Attend meetings of the Board, and service as acting chair at inaugural meetings of the Board until a chair is elected;
2. Service as Secretary to the Board;
3. Conduct the Board’s official correspondence;
4. Keep the minutes of the meetings of the Board;
5. Serve as treasurer of the Board;
6. Receive and account for all of the Board’s money;
7. Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board; and
8. Have the other titles, offices, powers and duties that the Board assigns to the CEO from time to time.

Authority of the CEO to further delegate

The Board grants to the CEO the authority to further delegate and to authorize further delegations of any powers, duties or functions delegated to the CEO by the Board under this or any other policy to any member of Brantford Public Library staff. It is preferable that such delegations are authorized and acknowledged in writing, such as in a job description, memo or email. No further delegation may exceed the authority delegated to the CEO.

Performance of the CEO

In the exercise of the powers, duties and functions delegated to her, the CEO shall:

1. Comply, and cause the Brantford Public Library to comply, with all applicable laws, regulations, applicable municipal by-laws, Brantford Public Library by-laws and policies, directions and resolutions of the Board, and terms and conditions of all binding agreements; and
2. Adhere to the principles and values of the Brantford Public Library as established by the Board.

Constraints on Delegation of Authority to the CEO

In the exercise of the powers, duties and functions delegated by the Board, the CEO shall not:

1. Make or authorize any expenditure or liability not specifically authorized by, or in an amount exceed that authorized by, the approved operating and capital budgets, or;
2. Make or authorize any expenditure or liability authorized by the approved operating or capital budgets which would have the effect of making the Board unable to meet its financial obligations as they become due.

For further clarification of the authority retained by the Board, see the list of other activities requiring the prior approval of the Board, attached as Appendix A to this Delegation of Authority.

CEO Reporting to the Board

The CEO Shall:

1. Keep the Board informed about the state of operations of the Brantford Public Library;
2. Promptly advise the Board Chair and the Board of any non-compliance or alleged noncompliance with any provision of this Delegation of Authority;
and
3. Notify the Board of the implementation of any new or amended operational policies that do not require Board approval (see Appendix A regarding operational policies requiring Board approval).

APPENDIX A
LIST OF OTHER ACTIVITIES REQUIRING BOARD APPROVAL:

- Submission of operating budget and capital budget to City
- Appointment of auditors
- Approval of audited financial statements
- Grant of naming rights
- Acceptance of a sponsorship
- Acceptance of a donation this is condition or non-monetary
- Temporary or permanent closure of branches, other than in an emergency
- Setting of compensation policy and salary levels
- Establishment of strategic directions
- Establishment of mission statement, vision statement and statement of values
- Establishment or amendment of by-laws and foundational policies
- Establishment of Board governance policies
- Establishment of new operational policies for which there is a legislative or regulatory requirement
- Amendment of existing operational policies due to new or amended legislation

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

Approval Date: December 2017

Revision History: Not applicable

Projected Review Period: Not applicable

Author: Governance Committee

Approval Level: Brantford Public Library Board