



DUTIES OF THE KITCHENER PUBLIC LIBRARY BOARD
COMMITTEES

EXECUTIVE COMMITTEE

The Chairpersons of the Board, Finance Committee, Facilities Planning and Building Committee, Public Service and Policy Committee and the Chief Executive Officer shall be an **Executive Committee** which:

- i) may determine matters of an emergency nature provided actions taken are communicated to the Board; and
- ii) may be authorized by motion of the Board to act for the Board from time to time;

however, matters so determined shall be ratified by the Board at its next regular or special meeting.

REVIEW COMMITTEE

The Board members on the Executive Committee shall comprise a **Review Committee** to conduct the Chief Executive Officer's annual performance review.

STANDING COMMITTEES

- a) In addition to the Executive Committee and the Review Committee, there shall be three Standing Committees: the Finance Committee, the Facilities Planning and Building Committee and the Public Service and Policy Committee.
- b) Each Committee shall be composed of a Committee Chairperson, appointed at the annual meeting of the Board, the C.E.O. or designate and one or more other Board members.
- c) The Chairperson of the Board shall be an ex-officio member of all Standing Committees.
- d) The Committee Chairperson, or in the Committee Chairperson's absence, another member of the Standing Committee, shall report to the Board as required.

- e) Standing Committees shall meet as determined by issues under consideration.
- f) Records of Committee decisions will be maintained.

FINANCE COMMITTEE

The Finance Committee shall be responsible for and the Committee Chairperson will report with recommendations to the Board for:

- a) annual operating budget estimates and capital forecasts;
- b) approval of the operating budget following the fixing of the City's municipal appropriation for library service;
- c) highlights of the auditor's annual financial report.

FACILITIES PLANNING & BUILDING COMMITTEE

The Facilities Planning and Building Committee shall be responsible for and the Committee Chairperson will report with recommendations to the Board for:

- a) assessing needs for the extension or improvement of library services through new facilities, or major renovation of existing facilities;
- b) consideration and review of the final design and construction of new facilities and renovation of existing ones;
- c) consideration and final review of recommended proposal related to new facilities and major renovations or refurbishment of existing ones.

PUBLIC SERVICE & POLICY COMMITTEE

The Public Service and Policy Committee shall be responsible for and the Committee Chairperson will report with recommendations to the Board for:

- a) reviewing and developing Board policies and bylaws;
- b) ensuring that there is a regular cycle of strategic planning, participating in the process and recommending service and program priorities;
- c) ensuring that library services are meeting the needs of the community.

AD HOC COMMITTEES

As required, ad hoc committees may be established by motion of the Board to deal with matters before the Board. Terms of reference shall be approved by the Board. An ad hoc committee may have any number of members who are interested in the issue at hand. Ad hoc committees will report recommendations to the Board.

The Chairperson shall be an ex-officio member of all ad hoc committees.

The Chief Executive Officer shall be the Secretary of all ad hoc committees and shall appoint a recording secretary as necessary.

The Committee Chairperson, or in that person's absence, another member of the committee shall report to the Board as required.

Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.

DUTIES OF THE CHAIRPERSON OF THE BOARD

The Chairperson shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board.

The Chairperson may vote on any question before the Board.

The Chairperson shall maintain consistent and open communication with the Chief Executive Officer.

The Chairperson shall initiate the process for the Chief Executive Officer's annual performance review.

A 1st Vice-Chair and 2nd Vice-Chair will be elected at the Library Board's annual election in January.