

## Mississauga Public Library Board

### **Roles and Key Responsibilities**

#### COUNCIL, LIBRARY BOARD, CHIEF EXECUTIVE OFFICER AND COMMISSIONER OF COMMUNITY SERVICES

COUNCIL	LIBRARY BOARD	CEO	COMMISSIONER
<b>(1)Governance/Policy Making</b>			
<p>Responsible for:</p> <p>1.1 appointing a Board every three years under clear criteria</p> <p>1.2 relaying identified community issues and needs</p> <p>1.3 providing orientation to prospective Board members</p> <p>1.4 assisting Board with legal guidance</p> <p>1.5 developing support for the Library and the Library Board</p>	<p>Responsible for:</p> <p>1.1 determining mission, purpose and strategic goals</p> <p>1.2 setting annual objectives and evaluating performance against objectives</p> <p>1.3 determining policies in response to community data and needs</p> <p>1.4 providing orientation for new members and development for all members</p> <p>1.5 approving appropriate governance policies</p> <p>1.6 ensuring compliance with legislation</p> <p>1.7 maintaining operational links with the City</p> <p>1.8 <i>operating within the corporate requirements</i></p>	<p>Responsible for:</p> <p>1.1 developing purpose and goals</p> <p>1.2 proposing annual objectives</p> <p>1.3 reporting on progress</p> <p>1.4 collecting and providing community data</p> <p>1.5 participating in orientation</p> <p>1.6 preparing and implementing policies</p> <p>1.7 maintaining current legal information</p> <p>1.8 attending and recording all meetings</p>	<p>Responsible for:</p> <p>1.1 providing input on purpose and goals</p> <p>1.2 providing input on annual objectives</p> <p>1.3 monitoring progress</p> <p>1.4 supplying information as required</p>
<b>(2)Community Relations/Services</b>			
<p>Responsible for:</p> <p>2.1 conveying community opportunities</p> <p>2.2 encouraging trustee activity</p> <p>2.3 seeking cooperative opportunities</p>	<p>Responsible for:</p> <p>2.1 ensuring appropriate standards are in place</p> <p>2.2 participating in community activities</p> <p>2.3 seeking to extend library service</p> <p>2.4 participating in trustee activities</p> <p>2.5 cooperating with officials</p> <p>2.6 <i>maintaining a working relationship with local school boards</i></p> <p>2.7 <i>maintaining a working relationship with local libraries and information providers</i></p>	<p>Responsible for:</p> <p>2.1 implementing programs to support goals</p> <p>2.2 identifying community contacts and developing partnerships</p> <p>2.3 providing information on trustee activities</p> <p>2.4 arranging opportunities for Board activity</p>	<p>Responsible for:</p> <p>2.1 reviewing proposed policies</p> <p>2.2 identifying community opportunities/needs</p> <p>2.3 involving the Board as appropriate</p>

**(3)Finance**

Responsible for: 3.1 giving financial direction 3.2 keeping informed of library requirements 3.3 communicating with the Board 3.4 approving annual budgets	Responsible for: 3.1 approving resource strategies 3.2 adopting annual budgets and monitoring performance 3.3 communicating with Council 3.4 ensuring sound financial management	Responsible for: 3.1 developing resource strategies 3.2 presenting and implementing annual budgets and expenditure reports 3.3 providing sound financial operations	Responsible for: 3.1 supplying operational support 3.2 providing direction for budgets and expenditures
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**(4)Personnel**

Responsible for: 4.1 providing input on senior staff recruitment and retention 4.2 enabling appropriate compensation 4.3 enabling good working conditions 4.4 enabling staff development	Responsible for: 4.1 employing and annually evaluating a Chief Executive Officer 4.2 approving policies on human resources 4.3 compensation 4.4 ensuring agreeable working conditions 4.5 providing for staff development/training 4.6 approving collective agreements 4.7 <i>ensuring proper development and training for staff</i>	Responsible for: 4.1 directing all staff 4.2 preparing policies on human resources 4.3 providing data on compensation 4.4 providing workplace amenities 4.5 providing staff training and development plans	Responsible for: 4.1 awareness of library staffing 4.2 ensuring sound policies in place 4.3 supporting funding needs 4.4 supporting workplace needs 4.5 supporting training needs
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**(5)Legal**

Responsible for: 5.1 keeping aware of library legislation 5.2 keeping aware of library operations 5.3 maintaining a full Board	Responsible for: 5.1 responding to proposed legislative changes 5.2 ensuring complete and accurate records are kept 5.3 reporting on library operations to Council 5.4 maintaining full membership of the Board 5.5 providing policies to ensure adherence to legislation	Responsible for: 5.1 interpreting legislative changes 5.2 creating and retaining complete and accurate records 5.3 ensuring the legal operation of the library	Responsible for: 5.1 providing legal direction
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