



The City of Kawartha Lakes Public Library

Policy Number: LIB2016-15

Policy Name:
LIBRARY BOARD RECOGNITION POLICY

Developed By:	Linda Kent, Chief Librarian & CEO	Date:	05 July 2007
		Adoption Date:	05 July 2007
Resolution #:	LIB2016-15	Effective:	07 April 2016
Review Cycle:	Once per Term	Last Reviewed Date:	07 April 2016

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to recognizing the contributions of a resigning or retiring Library Board member according to their years of service.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library Board.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply;

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library;

“City” means the Corporation of the City of Kawartha Lakes;

“Library” means the City of Kawartha Lakes Public Library;

“Library Board” means the City of Kawartha Lakes Public Library Board;

“One Term” means one full term of the Library Board, which is currently four years in length;

“Public Board Member” means a person chosen from the public and appointed to serve on the Library Board;

“Councillor Board Member” means a person selected from the City Councillors and appointed to serve on the Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 General Principles

- 1.1 The Library Board Recognition Policy is intended to provide an appropriate method of recognizing the contributions made to the Library Board by retiring or resigning board members.

2.0 Responsibility

- 2.1 The CEO, or designate, is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this policy.

3.0 Recognition

- 3.1 Board members will be recognized for their contributions based on the following:
- 3.1.1 When a councillor board member resigns or retires before the completion of one term's service, the recognition shall consist of a letter of appreciation from the Board Chair.
- 3.2.2 When a public board member resigns or retires before the completion of one term's service, the recognition shall consist of a letter of appreciation from the Board Chair.
- 3.2.3 When a public board member resigns or retires at the end of one or more terms service, the recognition shall consist of a library book bag, a letter of appreciation from the Board Chair, a certificate of appreciation from the Mayor, and a \$50 donation to the Library's Literacy Angel Program made in the name of the member.
- 3.2.4 When the Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a library book bag, a letter of appreciation from the CEO, a certificate of appreciation from the Mayor, and a \$50 donation to the Library's Literacy Angel Program made in the name of the member.