



The City of Kawartha Lakes Public Library

Policy Number: LIB2023-02

Policy Name:
DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER

Resolution #:	LIB2023-02	Date:	03 Dec 2013
Review Cycle:	Once per Term	Adoption Date:	12 Dec 2013
		Effective:	12 Dec 2013
		Last Reviewed Date:	09 Feb 2023

POLICY STATEMENT AND RATIONALE:

The Board’s official connection to the library staff, its achievement, and conduct will be through the Chief Executive Officer. This policy outlines the nature of the Board’s relationship with the CEO.

SCOPE:

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

DEFINITIONS:

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

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

“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.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(2), the Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the City of Kawartha Lakes Public Library and its staff.

2.0 Direction

- 2.1 The CEO is the Board's only link to the operation of the Library. As such the Board directs the CEO through:
 - 2.1.1 Decisions made at Board meetings, by majority vote;
 - 2.1.2 Approved written policies;
 - 2.1.3 Approved budgets and plans;
 - 2.1.4 The CEO job description;
 - 2.1.5 Only official decisions of the full Board are binding on the CEO; and
 - 2.1.6 Decisions or instructions of individual Board members are not binding on the CEO.

3.0 Authority

The CEO will:

- 3.1 Take or approve lawful actions in the name of the Library;
- 3.2 Take actions consistent with the Board's mission, vision, values, and policies;
- 3.3 Be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the Library; and
- 3.4 Design, implement and manage all operational practices and activities.