

**Lincoln Public Library Board
POLICY MANUAL**

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DATE:	June 2001	REVISED: June 2005; October 2006; May 2010

1. The Board of the Lincoln Public Library bears legal responsibility for the Library.
2. The Board ensures that library operations are conducted in accordance with the current **Public Libraries Act**, its regulations, and other relevant legislation.
3. The Board fixes the times and places for Board and committee meetings and the mode of calling and conducting them, and ensures that full and correct minutes are kept.
4. The Board makes provisions for insuring the Board's real and personal property.
5. The Board appoints the Chief Executive Officer (CEO) of the Library who shall attend all board meetings except when the CEO's salary or tenure is being discussed.
6. The Board approves the appointment and dismissal of the DCEO on the recommendation of the CEO. Appointments, promotions and dismissals of all other library staff are made on the recommendation of the CEO and reported to the Library Board.
7. The Board formulates and establishes policy.
8. The Board approves salary schedules in conjunction with the Town of Lincoln's salary grid.
9. The Board submits estimates of all sums required during the year to Council and adopts the annual budget once Council approves it.
10. The Board approves expenditures and authorizes payment of accounts.
11. The Board approves all reports required by the current **Public Libraries Act**, by the responsible Minister, or by Municipal Council. In the event of an emergency, the Chair or Vice-Chair is empowered to act on behalf of the Board.
12. The Board develops and implements a formal process to recruit potential board members.
13. The Board provides an orientation program for all newly appointed trustees.