

## **MIDDLESEX COUNTY LIBRARY BOARD TERMS OF REFERENCE**

### **1. MANDATE**

The Middlesex County Library has a governing body which is constituted in accordance with the provisions of and operates in conformity with current Ontario public library legislation. The Library Board oversees policy making and planning for the provision of library service in Middlesex County.

### **2. COMPOSITION**

The Middlesex County Library Board is comprised of five board members: 1 councilor, 3 citizens, and 1 warden, appointed by the Middlesex County Council. The Board elects a Chair annually.

The board has regularly scheduled monthly meetings (twelve times per year on average). Roberts Rules of Order is used as a procedural guide.

### **3. DUTIES**

#### Planning Role

- ensures that there are short and long term plans for library development, that community needs are regularly assessed to ensure a good fit with the library service

#### Financial Role

- ensures that the Library service needs of the community are met in a cost-effective and financially responsible manner
- develops and provides an annual budget to County Council
- drafts and administers grant applications as required

#### Advocacy

- ensures that the role of the Library in the community is clearly promoted, defined and understood by maintaining relationships with all levels of government and outside agencies

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