

## **WESTPORT PUBLIC LIBRARY BOARD**

### **TERMS OF REFERENCE**

**Name of Committee:** Westport Public Library Board

#### **Mandate:**

Ontario's Public Libraries Act (PLA) is the key piece of legislation governing Ontario's public libraries. It supports the provision of equal and universal access to information and establishes free public library services in Ontario through governance and regulations.

#### **Membership:**

Under PLA, public libraries in Ontario must be operated under the management and control of a public library board. The board has the authority to formulate policies concerning the operations and services of the public library. The Board shall consist of a minimum of five (5) members but shall not exceed nine (9) members who live in the Village, including one member of Council. The Board will appoint its Chair.

A board member must be:

- a Canadian citizen;
- at least eighteen years old;
- a resident of the municipality where the board is established

#### **Accountability:**

The Westport Library Board shall:

- advise Council on the provision of Library services for the citizens of the Village.
- supply an annual report to the Minister of Tourism, Culture and Sport, along with any other reports and any other information required by the PLA or by the Minister from time to time.

#### **Term of Office:**

The appointment to the Board shall be four years coinciding with the term of the Council that has made the appointment.

#### **Meeting Frequency and Notice:**

The Westport Public Library Board will meet monthly for 10 months of the year. All requirements of the Village of Westport Procedural by-law and Financial policies will be followed.