



CASSELMAN PUBLIC LIBRARY



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Policy Type:	Governance	Policy Number:	GOV-13
Policy Title:	Delegation of Authority to the CEO	Initial Policy Approval Date:	December 21st, 2017
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In accordance with the **Public Libraries Act**, R.S.O. 1990, c.P44, s.15(2), the Library Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Casselman Public Library and its employees. This policy outlines the nature of the Library Board's relationship with the CEO.

1. The CEO is the Library Board's only link to the operation of the library. As such:
 - a) The Library Board directs the CEO through:
 - i) Decisions made at Board meetings, by majority vote
 - ii) Approved written policies
 - iii) Approved budgets and plans
 - iv) The CEO's job description
 - b) Only official decisions by Library Board members in its entirety are binding to the CEO
 - c) Decisions or instructions made by individual Board members are not binding to the CEO

2. The CEO will:
 - a) Take, or approve lawful actions in the name of the library
 - b) Take actions consistent with the Board's mission, vision, values and policies
 - c) Be responsible for the employment, management and performance evaluation of all employees (permanent, part-time, contractual)
 - d) Design, implement and manage all operational practices and activities

3. The CEO may consult with municipal senior executives on matters pertaining to the library and may adopt some municipal procedures even though the CEO is not bound to adopt municipal policies unless approved by the library council.

Related Document:
Casselman Public Library, GOV 09 – Evaluation of the Chief Executive Officer