

Delegated Authority to the CEO

Policy Number: 2023-2

Policy Type: Governance

Review Period: 4 years

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1.0 Purpose

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(2), the Greater Sudbury Public Library Board (the Library Board) appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Greater Sudbury Public Library (the Library) and its employees. This policy outlines the nature of the Library Board's relationship with the CEO.

2.0 Board Direction

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 job description
- b) only official decisions of the full Library Board are binding on the Library CEO
- c) decisions or instructions of individual board members are not binding on the Library CEO

3.0 CEO Responsibilities

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 and management of all library employees
- d) be responsible for the performance evaluation and appraisal of all library employees
- e) design, implement and manage all operational practices and activities

- f) provide the board with the information, support, and professional knowledge and expertise it needs to be successful.

4.0 Board support for the CEO

A board-CEO partnership, rooted in mutual trust and respect, is crucial to the proper governance and overall well-being of the library. In the same way the library board relies on the CEO for the information, professional expertise, and administrative support it needs to be successful, the success of the library CEO depends on support from the board. This support includes:

- a) an understanding of and appreciation for the breadth, depth, and complexity of the CEO's responsibilities
- b) moral support during challenging times
- c) a willingness to be the public face of decisions that may be unpopular with some stakeholders
- d) a collaborative process for establishing mutually agreed-upon annual objectives based on the vision and strategic directions of the board
- e) a performance appraisal process that provides constructive feedback and direction for improving performance
- f) a commitment to invest in ongoing training and development for the CEO.