



Carleton Place Public Library

Policy Type: **Governance**

Policy Number: **GOV - 11**

Policy Title: **Delegation of Authority to the CEO**

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Year of next review: 2022

The library board contracts the services of the Town of Carleton Place to appoint a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Carleton Place 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 job description
 - b) only official decisions of the full library board are binding on the CEO
 - c) decisions or instructions of individual board members are not binding on 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
 - d) design, implement and manage all operational practices and activities