

CHATHAM-KENT PUBLIC LIBRARY

Policy: RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer, assisted by the Director, Library Services, is responsible for all aspects of the operation and development of the Chatham-Kent Public Library system, in accordance with accepted business and professional ethics, Library Board policies, the *Public Libraries Act* and other relevant statutes and contractual agreements, and with due regard for Council policies and Municipal procedures.

The C.E.O. and Director, Library Services shall ensure that:

Public Relations

1. the Library's public image and credibility are preserved;

Customer Service

1. Library patrons and the general public receive respectful and knowledgeable assistance;
2. patron privacy is protected;
3. the Library offers collections which are of high-quality, are balanced, and reflect the needs and interests of the community;

Staff Relations

1. Library employees are treated fairly and with dignity;
2. working conditions for non-union staff adhere to the Municipality of Chatham-Kent's Non-union Personnel Manual and those for unionized staff meet the terms of the Library's Collective Agreement;
3. the Board is informed of staff changes and of any grievance proceeding towards arbitration or, in the case of non-union employees, which has not been resolved by the Municipal C.A.O. to the employee's satisfaction;

Financial Procedures and Protection

1. the Municipality's financial practices and procedures are followed;
2. base and supplementary budget requests are presented for Board review; once approved by Council, the annual budget is adhered to, with any material variances reported to the Board and Council;
3. the Board receives regular financial statements as follows, for information:
 - monthly summaries of revenues and expenditures (except July & August)
 - quarterly variances in accordance with the schedule established by Municipal Financial and Performance Management Services
4. adequate provision is made for insuring, protecting, and maintaining Library assets including facilities, equipment, and collections;
5. receivables are pursued in a reasonable manner;

Board-C.E.O. Relations

1. new Board members are offered orientation training;
2. the Board is kept informed about Library usage and developments, media coverage, significant changes in provincial or municipal policies, relevant trends, and any other material changes, internal or external;
3. the Director of Library Services is familiar with Board and C.E.O. issues and processes;
4. the Board's sole official connection to the Library operation is through the CEO or his/her designate;
5. the Board is informed if, in the CEO's opinion, the Board is not in compliance with its own policies or procedures.

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