
Halifax Regional Library Board - Terms of Reference

Role of the Board

The Nova Scotia Libraries Act regulates regional library service in the Province. The Halifax Regional Library Board is a corporation, separate from Halifax Regional Municipality but accountable to the Council through the budget review process. The Board is composed of eleven appointed members. Eight members are appointed by HRM, the Mayor of HRM is a member ex officio, and two members are appointed by the Province of Nova Scotia for a term specified by Cabinet. The Board is empowered to acquire property, borrow, enter into agreements for the provision of regional public library service, provide library facilities and collections, and to perform such other functions as specified in the Libraries Act. The Board is the policy-making body for the provision of regional public library service in HRM and is the employer responsible for employee terms and conditions of employment. The Chief Executive Officer is responsible to the Board for carrying out policy decisions, and for the administration of library operations.

The Board has established bylaws which may be changed at the pleasure of the Board. Officers are the Chair and Vice-Chair, and the Chief Executive Officer is Secretary to the Board as specified in the Libraries Act.

Planning Role

The Board's role is to ensure that there is a short and long term plan for library development, that community needs are regularly assessed to ensure the appropriateness of library services and to initiate and maintain effective relationships with all levels of government and outside agencies in order to promote the Library.

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Financial Role

The Board's role is to ensure that the financial resources of the Library are managed and safeguarded in accordance with recognized accounting procedures and relevant legislation, and that adequate funds are secured for the operation of the Library. The Board ensures that capital property and assets under its stewardship are properly planned for, maintained, protected and replaced as necessary.

Human Resources Role

The Board's role is to initiate, receive and review policy proposals and reports relating to personnel matters, labour relations and library service matters. As the Employer, the Board is responsible for the general terms and conditions of employment for all positions within the Library and for establishing compensation policy.

Mission of the Board

Halifax Public Libraries is the life-long learning Centre of the Community and the place people turn to for the discovery of ideas, the joy of reading and the power of information.

Meetings

The Board meets on the 3rd Monday of each month from September through June at 12:00 noon - 2:00 pm. at the Alderney Gate Public Library, Dartmouth.
