



The Role of the Board Secretary

Stronger libraries. Stronger communities.

Overview

- *Public Libraries Act* and the Board Secretary
- Appointment and Roles of the Board Secretary
- Further Support / Resources

Public Libraries Act and the Secretary

Appointment of a Secretary

A board shall appoint a secretary

PLAs. 15(3)

The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer.

PLAs. 15(5)

Secretary Duties

- (a) conduct the board's official correspondence; and
- (b) keep minutes of every meeting of the board.

When the Secretary is Absent

The regular Secretary may be absent due to:

- Vacation
- Illness
- Excused from closed meeting
 - *not applicable if secretary is also an appointed board member

The Secretary and Official Correspondence

Official Board Correspondence (common examples):

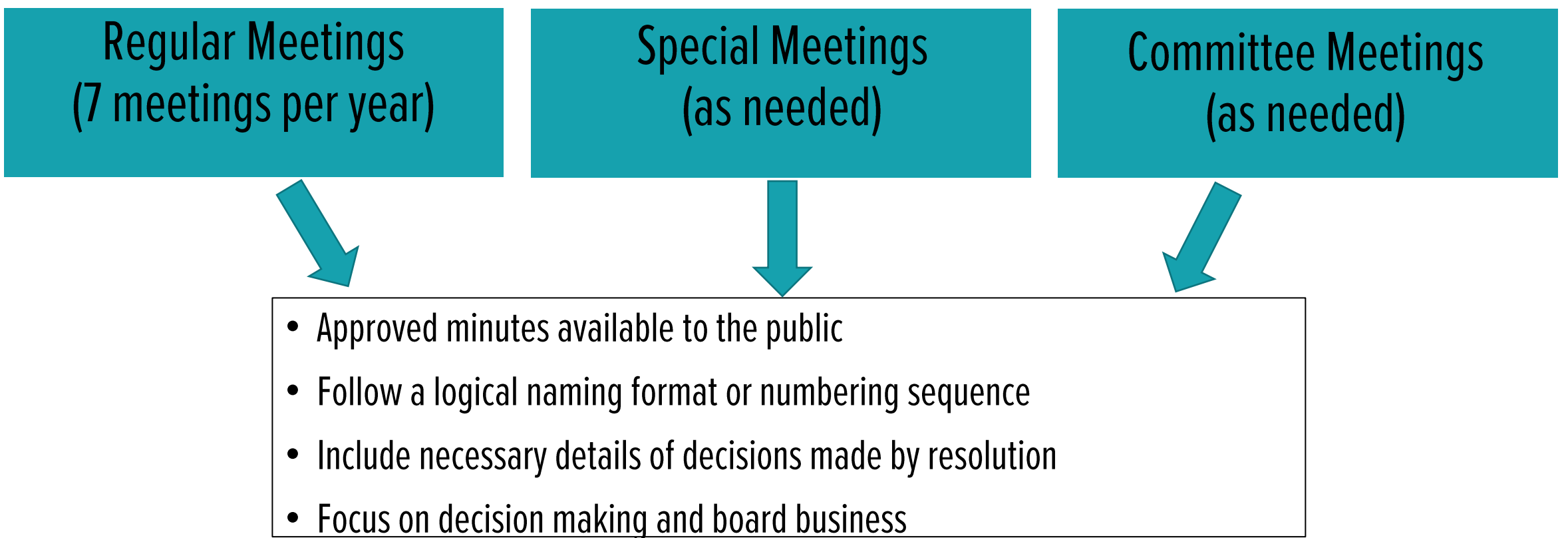
- Information sharing
- Invitation to participate in or support community events
- Expression of concern
- Request for information
- Request to present to the board
- Request to observe a board meeting

The Secretary and Meeting Minutes

Regular Meetings
(7 meetings per year)

Special Meetings
(as needed)

Committee Meetings
(as needed)

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- Approved minutes available to the public
 - Follow a logical naming format or numbering sequence
 - Include necessary details of decisions made by resolution
 - Focus on decision making and board business

The Secretary and Closed Meeting Minutes

- Closed meeting minutes to be kept in a secure location separately from the minutes of the regular board meetings
- Full closed meeting minutes not available for public access
 - Public facing minutes to include PLA permitted purpose for closed meeting discussion and records of any vote held as a result of closed meeting (with the vote held in public meeting)
- Robert's Rules of Order requires approval of previous closed meeting minutes at next closed meeting (but does not require reviewing them)

Further Support / Resources

- Governance HUB: <https://librarygovernance.ca/>
- OLS Professional Resources: <https://resources.olservice.ca/>
- OLS Consulting Team: <https://olservice.ca/consulting-training/consulting>
- OLBA Cut to the Chase: <https://accessola.com/resources-for-library-boards/>

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Questions?

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