



**Meaford Public Library**  
**Delegation of Authority to the CEO**  
**Policy-13**  
**June 2026**

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

1. The CEO is the link to library operations; the library board directs the Library CEO through:

- a) decisions made at board meetings, by majority vote
- b) approved written policies
- c) approved budgets and plans
- d) the CEO job description

Only official decisions of the full library board are binding on the Library CEO. Decisions or instructions of individual board members are not binding on the Library CEO.

2. Within this delegation of authority for operational matters 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 library employees
- d. design, implement and manage all operational practices and activities

3. The CEO will ensure that the library board remains informed on library matters and will provide assurance that the library activities are compliant with legal or fiscal obligations.

4. In cases of emergency or special circumstances where it is necessary to act outside the terms of a delegated authority outlined here, the CEO is given authority to take such action as necessary to rectify the situation. The CEO is also given the authority to modify any written Emergency or Business Continuity Plans created in advance of this circumstance. All such actions shall be reported immediately to the Chair and then the Board. At all times, the Board retains its authority

as employer and the CEO retains authority over library operations and staff, unless such authority is suspended under federal or provincial legislation.

Approved: May 2018  
Revised: June 2026