

**TOWN OF OSLER  
BYLAW 2016-03  
TO ESTABLISH THE OSLER BRANCH LIBRARY BOARD**

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The Council of the Town of Osler, in the Province of Saskatchewan, enacts as follows:

**PART I - SHORT TITLE**

1. This Bylaw may be cited the Osler Branch Library Board Bylaw

**PART II - DEFINITIONS**

2. In this Bylaw:

“CAO” shall refer to the Chief Administrative Officer of the Town of Osler

“COUNCIL” shall refer to the Council of the Town of Osler

“LIBRARIAN” shall refer to the individual hired by the Town of Osler to be responsible for the day to day operations of the Library. This individual will be an employee of the Town, directly supervised by the CAO and accountable to the Library Board

“LIBRARY BOARD” shall refer to the Osler Branch Library Board

“WRL” shall refer to the Wheatland Regional Library system

**PART III – GENERAL**

3. Council shall appoint a Library Board in accordance with the terms of this bylaw.
4. The Library Board shall consist of a minimum of 3 and a maximum of 5 members-at-large, a rural representative appointed annually by the RM of Corman Park, a representative appointed annually by the Town Council, the Librarian and Assistant Librarian. The Librarian or Assistant Librarian shall serve as the Secretary-Treasurer.
5. Annually, the Council shall appoint one member to serve as the Town representative to the Wheatland Regional Library Board (WRL). This individual is expected to attend the WRL Annual General Meeting held each spring, the Fall Regional Meeting and any other meetings convened by WRL. An alternate shall be appointed to serve in the absence of the appointee. The WRL representative is expected to serve on the Local Library Board and may be a Member at Large, the appointee of the Town Council or an alternate individual.
6. Members-at-large shall serve a 3-year term commencing on January 1<sup>st</sup> of any given year. No member shall serve more than 2 consecutive terms unless written permission is first obtained from the Town Council, with an indication of the reason for the extension. As set out in Policy OSL 14 of the Town of Osler, the terms shall be staggered to ensure continuity.

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7. At the Annual General Meeting each year, one member shall be appointed by the Board to serve as Chair and one member as Vice Chair.
8. If any member of the Board is absent for 3 consecutive regular meetings, unless excused by resolution of the Board, the member is automatically disqualified from the Board.
9. In the event of a disqualification (8 above) or if a seat becomes vacant due to resignation or death, the Council, in consultation with the Board, shall appoint a person to fill the vacancy for the remainder of the term and this shall not be included in the service noted in 6 above.
10. A majority of members shall constitute a quorum.
11. The proceedings of the Board shall be entered in a Minute Book to be kept for that purpose. Minutes shall be signed by the Chairperson and the recording secretary and forwarded to WRL.
12. The Board shall meet in regular session a minimum of four (4) and a maximum of ten (10) times annually.
13. The Board, in cooperation with the Librarian, shall ensure that the policies and regulations of WRL are adhered to within the Osler Branch Library.
14. The Board may make recommendations to Council regarding the management and operation of the Osler Branch Library.
15. The Board participates in the hiring, review and supervision of the Librarian.
16. The financial year of the Board shall commence January 1<sup>st</sup> and close December 31<sup>st</sup> of each year.
17. Annually, prior to January 15<sup>th</sup>, the Board will prepare a budget for the coming year with respect to magazines, story time, summer reading program, and other planned or special events. This budget will become part of the Financial Statements that are audited annually by the Town's auditor. Money collected for fines and from fundraisers will make up the bulk of the revenue for this Library budget.
18. Annually, prior to January 15<sup>th</sup>, the Board will provide the Council with a list of any major capital projects, maintenance projects or other large expenditures they feel need to be included in the Town's budget and are necessary for proper operation of the Library.
19. Financial Statements will be presented at each regularly scheduled Board Meeting.
20. The Chief Administrative Officer shall oversee the hiring of the Librarian and ensure there are an adequate number of individuals trained and available to fill in as casual staff in the event of illness, vacation or an extended absence of the Librarian. The Town will remunerate hired individuals at a rate set by Council. Board Members and others may

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volunteer provided the Librarian (or her replacement) remains the responsible individual, the CAO is apprised, and all privacy legislation is adhered to.

21. A copy of this bylaw together with Policy OSL.14 – General Policy Manual (for Boards and Committees of the Town of Osler) shall be presented to all Library Board Members and any new members.
22. Bylaw 2012-13 is hereby repealed.
23. This bylaw shall come into force upon adoption by Council.

Read a first time this February 9<sup>th</sup>, 2016

Read a second time this February 9<sup>th</sup>, 2016

Read a third time and adopted this February 9<sup>th</sup>, 2016



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**Certified a True Copy of Bylaw No. \_\_\_\_\_**  
**passed by the Council of the Town of Osler**  
**on February 9, 2016**

**SEAL**  
  
\_\_\_\_\_  
Administrative Officer

