

APPENDIX A Policy GOV-08

Gravenhurst Public Library

Delegation of Authority Framework



The following table provides a summary of the range of decisions and authority that clearly defines the decisions that are reserved by the GPL Board and those that the CEO/staff may make.

Approval/Decision	GPL Board	CEO (or designate)
Purchasing/Finance		
Set new or modify purchasing and contracting policies	x	
Review and recommend annual Budget Estimates to Gravenhurst Town Council.	x	
Approve general expenditures as per GPL Policy GOV-19 Procurement of Goods and Services including, but not limited to: <ul style="list-style-type: none"> Operational expenses Single or multi-year tenders or contracts per vendor Software license agreements 	Greater than \$20,000	Up to \$20,000 (including GST/HST)
Exercise approved spending authority for library materials (collections) up to the annual <u>approved</u> operating and capital budgets.		x
Sign contracts for projects once required board approval is obtained		x
Apply for grants and other funding		x
Approve and execute agreements with the federal and provincial governments.		x
Approve GPL Board member attendance at conferences and conventions	x	
Policies and Plans		
Approve GPL Board policies	x	
Approve GPL Strategic Plan	x	
Report on strategic plans to Gravenhurst Town Council and community	x	x
Report on operational matters for key services as per the delegation of authority		x
Develop and maintain an emergency measures plan		x
Temporarily close library or services		x
Approve sites for new branches or kiosk services	x	
Approve website designs and modification		x

Human Resources		
Recruit and dismiss the CEO/Chief Librarian; monitor and evaluate the performance of the CEO/Chief Librarian.	x	
Set general compensation policies for the organization including assurance that the Pay Equity Plan is maintained	x	
Set the organizational structure for the organization and the number of staff		x
Hire, promote, suspend, dismiss and manage individual staff		x
Assess the performance of individual staff		x