



The City of Kawartha Lakes
Public Library

Policy Number: LIB2026-03

Policy Name:
LIBRARY BOARD TRUSTEE RECOGNITION

Resolution #:	LIB2026-09	Date:	05 July 2007
Review Cycle:	Once per term	Adoption Date:	05 July 2007
		Effective:	05 July 2007
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POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to recognizing the contributions of a resigning or retiring Library Board member according to their years of service.

SCOPE

This policy shall apply to the City of Kawartha Lakes Public Library Board.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“Chair” means the person presiding at the Library Board Meeting.

“City” means the Corporation of the City of Kawartha Lakes.

“Councillor Board Member” means a person selected from the City Councillors and appointed to serve on the Library Board.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

“Public Board Member” means a person chosen from the public and appointed to serve on the Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 General Principles

- 1.1 The Library Board Recognition Policy is intended to provide an appropriate method of recognizing the contributions made to the Library Board by retiring or resigning board members.

2.0 Responsibility

- 2.1 The CEO, or designate, is responsible for ensuring that the appropriate procedures are implemented in order to adhere to this policy.

3.0 Recognition

- 3.1 Board members will be recognized for their contributions based on the following:
 - 3.1.1 When a Councillor Board Member resigns or retires before the completion of one term's service, the recognition shall consist of a letter of appreciation from the Board Chair.
 - 3.1.2 When a Public Board Member resigns or retires before the completion of one term's service, the recognition shall consist of a letter of appreciation from the Board Chair.
 - 3.1.3 When a Councillor Board Member resigns or retires at the end of one or more terms service, the recognition shall consist of a letter of appreciation from the Board Chair, and a \$50 donation to a local charity of the board member's choice.
 - 3.1.4 When a Public Board Member resigns or retires at the end of one or more terms service, the recognition shall consist of a letter of appreciation from the Board Chair, a certificate of appreciation from the Mayor, and a \$50 donation to a local charity of the board member's choice.
 - 3.1.5 When the Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a letter of appreciation from the CEO, a letter of appreciation from the Mayor, and a \$50 donation to a local charity of the board member's choice.

3.1.6 When a previous Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a letter of appreciation from the CEO, a letter of appreciation from the current Chair, a letter of appreciation from the Mayor, and a \$50 donation to a local charity of the board member's choice.