

CONSTITUTION AND BY-LAWS

Article I

Name

The organization shall be called Kanhiote, Tyendinaga Territory Public Library, 1644 York Road, RR#1, Tyendinaga Mohawk Territory, KOK 1XO, hereinafter referred to as “the library”. The library is established by Mohawk Council Resolution and provided with a grant from the Ministry of Citizenship, Culture and Recreation, Heritage and Libraries Branch, according to the Public Libraries Act RSO 1990, chapter p.44.

Article II

PURPOSE

The purpose of the library is to develop, implement and provide free of charge programs of education, library service and cultural awareness relevant to the Mohawk people of Tyendinaga Territory and related institutions, organizations and groups.

Article III

SEAL AND SYMBOL

The seal and symbol shall contain the name and address of the library and be used by the library for letterhead and promotional material.

Article IV

COMPOSITION OF THE BOARD

For Tyendinaga Territory, registered population +7,000, the Board shall consist of a chairperson and four members also the librarian and one Council representative (no specifications in the Act re Indian Band Libraries). The library functions as a committee of Council under the Rules of Procedure for Tyendinaga

Territory. Membership in the library is open and free to all registered members of Tyendinaga Territory. Membership is also open and free to those who do not meet the requirements but declare an interest in the purpose of the library.

Article V

RIGHTS OF BOARD MEMBERS

As described in the Ontario Library Trustee's Handbook each Board member shall have the right to:

Participate in the decisions of the board to the same extent as any other member

Raise any library related concerns which originate either from your contact with the community or from your own observations

Express opinions and take a responsible position on any issue discussed by the board

Request a summary of policies which the board has developed throughout its history

Question anyone who appears before the board

Organize board members to support or oppose any matter brought before the board for a vote

Request that a vote be taken in a particular manner – by voice, show of hands or secret ballot

Ask for the vote to be recorded

Ask the chair for clarification on the way in which a meeting is being conducted

Remain silent or abstain

Article VI

OFFICERS OF THE BOARD

The Board shall elect one member as chairperson. The chairman shall:

Preside at the meetings of the Board

Sit as an ex-officio member of all standing and ad hoc committees of the Board

Execute such powers and perform such duties as the Board from time to time assigns by specific motion.

The Board shall hire a Librarian.

The Librarian shall:

Attend all Board meetings

Be responsible for the overall supervision and administration of the Library

Record the minutes of the Board meetings.

Article VII

MEETINGS

Regular meetings of the library Board shall be the first Tuesday of the month at 7:00 p.m. at the library.

The Chairman may call a special meeting by giving seven days notice of the time and place and of the specific items to be considered. No additional items may be added to the agenda for a special meeting.

A quorum of a duly called meeting shall consist of a majority of the members one of whom shall be the Chairman or CEO. In the absence of a quorum the CEO, upon contacting Board members, shall reschedule the meeting. The form of the agenda shall be:

Kanhiote library Board. The next regular meeting of the Kanhiote Library Board shall be held at 7:00 p.m. month, day, year at the library.

Agenda

Minutes of month, day, year

Business arising from minutes

Activity Report

Other Business

Article VIII

ELECTIONS

The CEO chairs the meeting prior to an election of a chairman. The election of a chairman shall be by consensus method. Only Board members may serve as Chairman. Vacancies that occur on the Board during the year shall be filled by application to the Board from the population at large.

Article IX

COMMITTEES

The library functions as a committee of Tyendinaga Mohawk Council under the Rules of Procedure for Committees on Tyendinaga Mohawk Territory. These Rules of Procedure are provided for each Board member. From time to time ad hoc committees may be established by approval of a motion at a regular meeting. A quorum for all committee meetings shall be a majority of the voting members of the committee.

Article X

FINANCES

The financial year of the library shall be from 1 April to 31 March. The CEO, through Tyendinaga Administration Office, manages funds. Purchases are secured through purchase order system in effect at Tyendinaga Administration Office.

Article XI

RULES OF ORDER

The Trustee Kit, by the Library Trustee Development Program shall guide the Library in procedural matters.

Article XII

STAFF

The duties of all staff employees shall be stated in specific job descriptions for each position. These job descriptions shall be approved by the Board and TMC and may be varied from time to time by mutual agreement between the Board and staff concerned. These job descriptions may contain some of the duties assigned elsewhere in this constitution to one or more Board members.

Article XIII

AMENDMENTS

The Constitution and By-Laws may be amended by approval of a motion by two-thirds majority of votes cast at a regular meeting of the Board, provided that at least two weeks written notice is given and pending approval of TMC.

Article XIV

AUTHORITY

The Library is established by Mohawk Council Resolution under authority of the Public Libraries Act, RSO 1990, chapter P.44

KANHIOTE TYENDINAGA TERRITORY PUBLIC LIBRARY INFORMATION SERVICE POLICY

PURPOSE

Kanhiote provides information service to meet library users informational, cultural, educational and recreational needs. The Information Service Policy provides staff with guidelines and informs the people of what service they may expect from the library.

INTRODUCTION

The library provides information service to the residents of Tyendinaga Territory and other interested persons in the surrounding area e.g. teachers and students doing native oriented projects

The library is a resource centre for adults, young adults and children.

Information service is provided continually from the time the library opens until it closes. Requests can be made in person, by telephone, by mail or by e-mail.

TYPES OF INFORMATION SERVICE

The librarian will devote as much time as possible to meeting demands within the constraints of having to supervise the library. The client will be provided with the most appropriate source for information rather than specific answers. Students will be given instruction on the use of available searching tools and assisted in their searches. Clients will be asked to participate in the search for information to answer a question for a contest.

Instruction

The librarian will provide orientation (use of computers, reference materials available) to individuals or groups on demand and as permitted by schedule.

Reader's Advisory

The librarian will suggest suitable titles on subjects or authors in the collection.

Referral

The library maintains a resource file to refer clients to the appropriate local resources and services.

Clients may also access material through interlibrary loan service allowing adequate time to fill request (usually 2-3 weeks).

Bibliographies

The librarian will prepare bibliographies of holdings in the Native collection

The library maintains a source list for native material in the marketplace for those patrons wishing to purchase such material.

INFORMATION SERVICE DELIVERY AND PRIORITIES

Reference duties take precedence over technical duties. Clients needing information service receive full staff attention.

Requests are answered whether they are presented in person, by telephone or by mail/email.

GUIDELINES FOR LIBRARY PERSONNEL

Provision of information service is of highest priority. When information is provided on a subject, the reference source of this information is cited. The librarian should not provide information "off the top of his/her head". Clients are not asked to identify themselves before reference service is provided. Staff respects the patrons confidence at all times. The client will be directed to the most appropriate format for the information he/she seeks. The library supplies information but does not interpret it. The staff will not interpret information that requires a professional competence e.g. law, medicine, evaluation of rare objects. Reference statistics (a count of all reference requests) are kept as required by the province in return for the library's annual provincial grant. Librarian will keep track of problems during information service i.e. an extremely irate or disorderly client – noting the time, people involved, witnesses and what

occurred in case the situation escalates or recurs. The library maintains a reference collection that is kept permanently in the library and not available for loan.

Clients may use the telephone for short local calls, at the discretion of the staff.

Clients may use the photocopier under the supervision of the librarian at a cost of .15/page.

The computer equipment is available for use free of charge, under the supervision of the librarian. If the client wishes to save information when using the computer they may use their key or purchase a disc from the library for that purpose.