

## TORONTO FREE LIBRARY.

## RULES AND REGULATIONS.

As amended March 14, 1883.

1. The Board of Management shall elect one of their number as Chairman, who shall hold office for one year; he shall preside at meetings of the Board when present; in his absence a Chairman may be chosen *pro tem*. The Chairman shall have the same right of voting as other members of the Board, and no other.—*Act*, ch. 22, sec. 8.

2. The Board shall meet at least once every calendar month, and at such other times as they may think fit.—*Ibid*, sec. 9. Regular monthly meetings shall take place on the first Friday of each month at 4.15 o'clock p.m. If a quorum be not present in fifteen minutes after the hour appointed for such meeting, the meeting shall not be held.

3. The Chairman or any two members may convene a special meeting of the Board by giving at least two days' notice in writing to each member, specifying the purpose for which the meeting is called.—*Ibid*, sec. 10.

4. No business shall be transacted at any general or special meeting unless four members are present.—*Ibid*, sec. 11. Nor at any special meeting unless specified in the notice thereof. And no appropriation of money shall be made, or indebtedness incurred exceeding \$100, without the concurring votes of a majority of all the members of the Board.

5. All orders and proceedings of the Board shall be entered in books to be kept by them for that purpose, and shall be signed by the Chairman for the time being.—*Ibid*, sec. 12.

6. The Officers of the Board shall be the Chairman, Librarian, 1st Assistant Librarian (who shall also perform the duties of Secretary), and such Assistant Librarian as may be found necessary from time to time, all of whom, except the Chairman, shall hold office during pleasure.

7. The Chairman shall be elected at the first meeting in the month of February in each year. It shall be his duty to sign all vouchers approved by the Board, and all drafts which shall be drawn upon the City Treasurer on account of the Library Fund; to nominate the Standing Committees for the year, such nominations to be afterwards submitted for the approval of the Board; to prepare for the consideration of the Board the Annual Report; and to exercise a general supervision over the affairs of the institution.

8. There shall be three Standing Committees, viz.: a Committee on Buildings and Grounds; a Committee on Finance; and a Committee on the Library and Reading Rooms. Each Committee to consist of four members, of whom three shall form a quorum. The Chairman of the Board shall be *ex officio* a member of all Committees.

9. The order of business at all regular meetings of the Board shall be as follows:—

1. Reading the minutes of the previous meeting.
2. Reading communications.
3. Notices of motion.
4. Reports of the Librarian.
5. Reports of Committees.
6. Unfinished business.
7. Miscellaneous.

10. All motions must be presented in writing, shall contain the names of the mover and seconder, and must be read by the presiding officer before they are open for discussion. No motion involving the expenditure of money, or the discussion of new matters, shall be submitted without notice having been given at the previous meeting, except by consent of a majority of all the members of the Board.

11. Only two motions in amendment shall be in order at the same time; the one to amend the original motion, and the other to amend the amendment; they shall be put to the meeting in the reverse of the order in which they are moved.

12. Any question before the Board shall be taken by yeas and nays, at the request of any member.

13. The Committee on Buildings and Grounds shall, under direction of the Board of Management, have supervision of the Library Buildings and caretaker, and take charge of all repairs, extensions, improvements, heating, lighting, and the internal arrangements of the several apartments.

14. The Committee on Finance, under direction of the Board of Management, shall have charge of the general financial concerns of the Library, Reading Rooms, and Buildings, including insurance; and they shall investigate all accounts and claims presented against the Library, Reading Rooms, and Buildings, and pass upon the same before presentation to the Board. They shall also see that all appropriations necessary to carry on the Institution be duly reported to the Board. The Committee shall meet at least three days before the regular meeting of the Board, at which meeting the salary list, Librarian's estimate of expenses, and all bills of account shall be presented.

15. The Committee on Library and Reading Rooms shall have the management of the same under the direction of the Board of Management, and they shall prepare and recommend all proper regulations for the good government and systematic arrangement of the Library and Reading Rooms; they shall cause suitable books, magazines, periodicals, and newspapers to be purchased, and shall submit lists thereof to the Board before purchasing; and shall report upon all donations. They shall present to the Board the names of suitable persons as Librarians or Assistants, and other employees in their department; shall attend to the binding of books, periodicals, and newspapers; and shall make frequent examinations of the Library and Reading Rooms, reporting to the Board their condition and needs.

16. The Secretary shall notify the members of all meetings of the Board of Management, and of the Committees. He shall attend all meetings, keep the records and accounts of the Board and of Committees; and perform such other duties as usually pertain to the office.

17. The Librarian, under control of the Board of Management, shall have charge of the rooms and employees of the Library and Reading Rooms; and shall be responsible for the care and safety of the books and property contained therein, and for the preservation of order in the buildings. He shall prepare for the use of the Committee on Library and Reading Rooms, lists of books to be purchased; and shall have executive superintendence of all matters, under the supervision of the several Standing Committees. At the first regular meeting of the Board in each month, he shall report the condition and circulation of the books for the preceding month; and shall make an annual report, up to the 31st December preceding, to the Board of Management, at the first meeting of the new Board in February of each year.

18. No amendments to these Rules of Procedure, or to any By-law for the regulation of the Library and Reading Rooms, shall be moved unless notice thereof shall have been given at the previous meeting of the Board, and no such amendment shall be concurred in except it be carried by a majority of the whole Board.

JOHN HAILAM, Chairman.