

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Governance	Policy Number: GOV-02
Policy Title: Board Orientation and Training	Policy Approval Date: 11/08/22
Chairperson: V. Duke	Policy Review Date: 11/26

Intent:

To be effective, the Muskoka Lakes Public Library Board (herein after referred to as the Board) must have sufficient knowledge of Board governance and issues that are central to the role of the Muskoka Lakes Public Library (herein after referred to as the Library) in the community. This policy sets out the requirements for Board orientation and ongoing training.

Regulations:

The orientation of Board members is necessary for there to be a common and shared understanding of the authority and role of the Board as a *governance* Board and not an *operating* Board. Ongoing training helps Board members focus on good governance, strategic directions and policy implications rather than on operational details

Procedures:**Section 1 – Orientation**

The Chief Executive Officer (herein after referred to as the CEO) will be responsible for providing or arranging orientation for new Board members as soon after their appointment as possible.

The CEO will provide an orientation that includes but is not limited to an overview of:

1. the purpose, structure, function and duties of the Board
2. the **Public Libraries Act**, R.S.O. 1990, c. P44
3. the Library's Vision, Mission and Values statements, as well as the Library's Strategic and Annual Plans
4. the Board policies and by-laws
5. the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act*, including the sections of the Human Rights Code that pertain to persons with disabilities

The CEO will distribute to all new Board Members:

1. Copy of the **Library Board Orientation** materials prepared by the Ontario Library Service
2. Copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Boards' Association)
3. Online Link to the Public Libraries Act
4. Online link to the Library's, Policies, By-laws, Strategic Plan and Board meeting minutes
5. Copy of the annual operating plan and the current budget
6. Board minutes and reports from the previous meeting

The CEO will arrange:

1. A tour of the library facilities in Port Carling and Bala.
2. An introduction to staff members and a description of their position and function in relation to the work of the Library
3. Distribution of Library handouts which are provided to the public.

In the first year of its term, the Board will review and discuss sections of the **Governance Roles and Responsibilities** materials, prepared by Ontario Library Service.

Section 2 – Ongoing Training

1. To ensure ongoing education, the Board will:

- a) schedule time for Board training
- b) consider a membership in the Ontario Library Association and the Ontario Library Boards' Association
- c) appoint one or more Board members to participate in the semi-annual Board Assembly meetings and to report back to the Board on the meetings
- d) encourage members to access materials available on the Ontario Library Service Governance Hub which is organized around the 4-year life cycle for public library boards consistent with Ontario's 4-year Board and municipal council terms
- e) consider providing funding for Board training, including conference attendance. The cost of any training must be approved by the Board before it is undertaken. Members will report back to the Board on their participation in training events

2. Board members are encouraged to participate in training opportunities that include, but are not limited to:

- a) effective governance
- b) planning
- c) advocacy
- d) funding development
- e) decision making

Related Documents:

Accessibility Standards for Customer Service and *Ontario Regulation 165/16*

Ontario Library Boards' Association. **Cut to the Chase: Ontario Public Library Governance at a Glance.**

Ontario Library Service **Governance Hub**