

Muskoka Lakes Township Public Library LIBRARY BOARD POLICY

Policy Type: Governance	Policy Number: GOV-10
Policy Title: Succession Planning	Policy Approval Date: 05/13/25
Chairperson: V. Duke	Policy Review Date: 05/29

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) recognizes that an effective board is comprised of people who collectively have the knowledge, skills and background necessary to govern with excellence and to lead the Muskoka Lakes Public Library (herein after referred to as the Library) in the realization of its vision. This policy sets out the process for the Board, as an advocate for the Library, to assist and influence the Township of Muskoka Lakes Council (herein after referred to as Township Council) in recruiting Board members and planning for Board succession.

Regulations:

The Public Libraries Act, R.S.O. 1990, c. P44, s. 10(4) requires that the Township Council appoint Library Board members.

Operating Principles:

To support the appointment process, the Board will collaborate with Township Council on a preliminary selection process.

1. In the third year of the current term, the Board will:
 - a) undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan
 - b) solicit input from the Chief Executive Officer (CEO)
 - c) in an effort to determine potential vacancies, including desired skills, expertise and qualities to be filled, have Board members identify their membership intentions for the future term
 - d) match the Board's needs with the expertise and interests of the current Board members and identify the gaps that will need to be filled
 - e) develop a Board member's position description to highlight desired qualities and skills
 - f) if a substantial turnover in Board membership is anticipated, prepare a legacy document that outlines the current Board's work, including successes and challenges, and provides recommendations for the new Board.

2. Six months before the end of the current term, the Board will:
 - a) meet with representative(s) of Township Council to discuss the needs of the Library and proposed recruitment process
 - b) identify suitable candidates and solicit their willingness to serve
 - c) inform the potential candidates of the imminent appointment process
 - d) provide a list of recommended candidates to representative(s) of Township Council

3. The CEO will provide potential candidates with briefing materials and information about Library governance and services, which may include:
 - a) the Library's vision, mission and values
 - b) role, structure, code of conduct and function of the Board
 - c) a copy of the current planning document
 - d) an introduction to the Public Libraries Act
 - e) a tour of the Library
 - f) an invitation to attend a Board meeting

Related Documents:

Public Libraries Act, R.S.O. 1990

MLPL GOV-03 – Purpose and Duties of the Board

MLPL GOV-07 – Board Advocacy

MLPL GOV-09 – Board Evaluation

MLPL GOVBL-01 – Composition of the Board and Terms of Reference for Officers