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# St. Marys Public Library



Policy Type: **Governance Policy**

Policy Number: **GOV-02**

Policy Title: **Board Development Policy**

Policy Approval Date: **September 2019**

Policy Review Date: **September 2022**

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## **1. Objective**

- 1.1 To be effective, Library Board members must have sufficient knowledge of the Board Governance issues that are central to the role of the Library in the community. The Library Board is appointed and functions in accordance with the Public Libraries Act, with its Constitution, and with current Library accepted practice. Within this framework, the Board shall be knowledgeable about the process of library governance and the status of any issues facing the Library.

## **2. Policy Statement**

- 2.1 This policy sets out the requirements for Board Orientation and ongoing training, and sets out the actions necessary to achieve this goal.

## **3. Introduction**

- 3.1 New Board members will be provided with information on:
- The Board - including the Constitution and any appendices or by-laws, The Public Libraries Act, and available information on library governance such as the Southern Ontario Library Service (SOLS) Library Board Development Kit, Cut to the Chase: Ontario Public Library Governance at a Glance from the Ontario Library Boards' Association;
  - The Library - including the current Strategic Plan, the mission, vision and values, the current budget, all Library policies, the current format and explanation of the reports received regularly from the CEO; and
  - Any current plan (strategic, planning or otherwise) – including objectives and timelines for the Library's current goals.

## **4. Orientation**

- 4.1 The orientation of Board members is necessary in order for there to be a common and shared understanding of the authority and role of the Library Board;
- 4.2 Board members shall be given a thorough orientation within two months of their appointment to the Library Board;
- 4.3 The Chief Executive Officer (CEO) and the Board Chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
- Information on the Library's and Adult Learning's mission, vision and values;
  - An overview of the Public Libraries Act, R.S.O 1990, c. P44;

- c. An overview of the Board Bylaws and governance policies;
- d. An overview of the Adult Learning Centre;
- e. An orientation to Perth County Information Network (PCIN);
- f. A discussion on the purpose, structure, code of conduct and function of the Library Board; and
- g. A tour of the Library and the Adult Learning Centre, and an introduction to employees and services.

4.4 Each Board member will receive:

- a. A current copy of each St. Marys Public Library Policies;
- b. A copy and overview of the annual operating/strategic plan and the current Library and Adult Learning budgets;
- c. An application for library membership;
- d. A copy of the current legislation – Public Libraries Act R.S.O. 1990; Ministry of College, Training and Universities Business Plan, Service Agreement, Literacy Service Plan (Adult Learning);
- e. A copy of the Library Board Orientation materials prepared by the CEO, including key documents for both the Library and Adult Learning;
- f. Information regarding the Perth County Information Network consortium (PCIN); and
- g. A copy of “Cut to the Chase: Ontario Public Library Governance at a Glance” (Ontario Library Boards’ Association).

## 5. Audience

- 5.1 The Board will be provided with timely information on the progress of Strategic Planning goals and on other issues facing the Library at each regular Board meeting;
- 5.2 The CEO will develop the format of the information in conjunction with the Board; and
- 5.3 Board information will be sent out in a timely manner in accordance with the Constitution so that all members review the information prior to the meeting.

## 6. Related Documents

*Public Libraries Act, R.S.O 1990, c. P44*  
Constitution of the Board, St. Marys Public Library By-Law

## 7. History

Date of Latest Board Approval: September 2019  
Date(s) of Revision(s): July 2019, March 2014  
Date of next scheduled review: September 2022