



Carleton Place Public Library

Policy Type: **Governance**

Policy Number: **GOV – 09**

Policy Title: **Board Orientation, Training, and Evaluation***

Initial Policy Approval Date: January 17, 2018

**repeals GOV-03, Board Orientation and GOV-07, Board Evaluation*

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To be effective, library board members must have sufficient knowledge of board governance and issues that are central to the role of the library in the community. This policy sets out the requirements for board orientation and ongoing training.

Section 1 - Orientation

The orientation of board members is necessary for there to be a common and shared understanding of the authority and role of the library board.

- 1) Board members shall be given a thorough orientation within two months of their appointment to the library board.
- 2) 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:
 - a) information on the library's vision, mission and values
 - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. P44
 - c) an overview of the board bylaws and governance policies
 - d) a discussion on the purpose, structure, code of conduct and function of the library board
 - e) a tour of the library and an introduction to employees and services
- 3) Each board member will receive:
 - a) Access to the library's current Policy documents
 - b) the library's current planning document
 - c) a copy and overview of the annual operating plan and the current budget
 - d) an application for library membership
 - e) *a copy of the current legislation - Public Libraries Act R.S.O. 1990*
 - f) Information on how to access Library Board orientation materials from the Ontario Library Service **Governance Hub**
 - g) a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Boards' Association)



- 4) Board members will receive training on the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act*, including training on the Human Rights Code as it pertains to persons with disabilities.

Section 2 – Ongoing Training

Ongoing training ensures that library board members focus on good governance, strategic directions, and policy implications rather than on operational details. This policy ensures that library board members have access to, and avail themselves of, training opportunities.

1. To ensure ongoing education, the library board will:
 - a) schedule time for board training
 - b) maintain a membership in the Ontario Library Association
 - c) assign a representative who will attend Ontario Library Services' Board Assembly meetings and report back to the library board
2. The library board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
3. The cost of any training must be approved by the library board before it is undertaken.
4. Board members will report on their participation in training events.
5. In the first year of its term, the library board will review and discuss sections of the Ontario Library Services' "Year 1: Governance Roles and Responsibilities" found in the **Governance Hub**.
6. 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

Section 3 – Evaluation

The library board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for board improvement and the requisite follow-up action or further training. This policy ensures that the library board assesses its effectiveness.

- 1) The library board will evaluate its effectiveness on an annual basis.



- 2) The chair is responsible for managing the process of the evaluation.
- 3) The library board evaluates itself in the areas of:
 - a) Board conduct and practice
 - b) Policy development
 - c) Planning
 - d) Advocacy
 - e) Relationship with the CEO
 - f) Financial oversight
 - g) Board development and training
- 4) To facilitate the evaluation process, the library board will develop an annual work plan in January of each year and in November, the library board will evaluate its success in completing the work plan.

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*** posted at <https://librarygovernance.ca/>