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## Carleton Place Public Library

Library Succession Plan

Approval Date: June 17, 2026

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## Purpose of the Library Succession Plan

The purpose of the Library Succession Plan is to define the role of the Carleton Place Library Board and outline the process by which new members are appointed. It also provides a legacy document to inform new members of a summary of achievements and future initiatives of the board.

## Mission Statement

Creativity, exploration, and inclusion: We inspire our community by connecting people with their passions.

## Vision for the Future

The Carleton Place Public Library serves a diverse and growing community. The library will continue to be an inviting community resource offering a full range of materials and services.

We envision a future where the library is the beating heart of a strong and engaged community.

## Purpose of the Library Board

The purpose of the library board is to govern the affairs of the public library in service to the community. This document sets out the work of the library board and the ways in which the library board achieves its purpose.

1. The library board oversees the development of a comprehensive and efficient public library service by:
  - a. articulating mission, service priorities and long-term strategy
  - b. setting policies on governance and service
  - c. planning for further library development
  - d. delegating authority to the Chief Executive Officer (CEO) for management of library operations
  - e. providing direction to the CEO through board motions, policies, and plans
  - f. providing feedback to the CEO through a performance appraisal process
  - g. exercising financial oversight
  - h. advocating for library service
  - i. evaluating results and assessing outcomes and impact

### **Section 2 – Duties of the Entire Board**

1. The library board governs effectively by:
  - a. setting an annual library board agenda that reflects current goals and strategic issues



- b. working proactively and making decisions that focus on the library's future and place in the community representing the interests of the community
- c. providing opportunities for board development and training
- d. working effectively as a team
- e. working collaboratively with the Library CEO and, as appropriate, the Town Council
- f. evaluating the board's performance
- g. engaging the community in determining responsive and dynamic library service
- h. behaving with integrity
- i. resist censorship of library materials by groups or individuals
- j. holding all meetings in public unless closed for a special purpose within the framework of Section 16.1 of the **Public Libraries Act**.

## Selection of Library Board Members

### Member Requirements

Library board members must satisfy the following requirements;

- Be at least 18 years old.
- Be a Canadian citizen.
- Be a resident of the municipality for which the board is established.
- Not be employed by the municipality.
- Not be convicted of an indictable offence.

Not more than half the members of the board may be councillors for the municipality.

Board members should be:

- Respectful of the library and its role in the community.
- Not motivated by personal issues or overly-specific topics.
- Able to make sufficient time for the work required.
- Open to other points of view and able to function effectively in a team environment.

Whenever a vacancy occurs on the board, the Town Council will advertise in the local press, online, and on social media for new candidates. Applications will be reviewed by council staff, the board chair and the library CEO, and qualifying applicants will be interviewed.

### Term of office

Library board members are appointed until the end of the current four-year term, ending when the municipal elections have been held and a new council appointed. Members who wish to be reappointment must reapply at the end of their four-year term. Members may have their appointments renewed by the Carleton Place Town Council at their discretion and for an unlimited number of times.



## Time and place of meetings

Meetings are held on the third Wednesday of each month from September to June, a total of 10 meetings. The OPLA mandates a minimum of ten meetings each year. Meetings will be rescheduled if quorum of at least 50% of the Board cannot be met on any given day.

The meetings are held in the Walsh room of the library at 7:00 pm unless otherwise arranged, and normally last between one and two hours.

## Committees

Ad-hoc committees will be formed when necessary in accordance with *Policy GOV-02 Purpose and Duties of the Board*.

## Conflict of Interest

Members must declare a conflict of interest if they have any pecuniary or other conflict with their duties as board members. This can be done at the beginning of a meeting, or for particular agenda items when required. They should leave the room for discussions of such topics, and not take part in any vote.

## Guide for Board Meetings

Board members are advised to read the Ontario Public Libraries Act, which is the defining document for how libraries in Ontario operate. It may be found at <https://www.ontario.ca/laws/statute/90p44>.

The Library Board is appointed by the Carleton Place Town Council and consists of at least seven members: five appointed from the local community, one appointed by the Town Council of Carleton Place and one appointed by the Township of Beckwith. The members appointed by the Town of Carleton Place and the Township of Beckwith may be Councilors, but do not have to be.

The agenda for each meeting is prepared by the CEO and approved by the Chair. It will normally include the following items:

- Land Acknowledgement
- Amendments to and approval of the agenda
- Declarations of conflict of interest. (These may be made part way through the meeting to cover particular topics if necessary).
- Approval of the minutes from the previous meeting.
- Correspondence, both incoming and outgoing
- The Librarian's Report, providing statistics about the library's activity, with a comparison to the same month in the previous year.
- The Financial Report, with a list of expenditures during the previous month.
- Business arising from the previous meeting.
- New business.



- Date of the next meeting.
- Adjournment

Items 1, 3, 5 and 6 require a formal vote on their approval. This will be moved by one member and seconded by another and voted on by show of hands.



## Legacy Document

The Carleton Place Public Library is seen as a vital resource in the community. It maintains strong community leadership through an active presence in community events and on social media.

During the last four year term the board and library staff accomplished several key goals:

- ✓ Strategic Plan
- ✓ New service agreement with the Township of Beckwith
- ✓ Removal of late fees
- ✓ Creation and staffing of a new Program Coordinator position

There are several issues for the incoming board to address:

- ✓ Growth in size and diversity of the Town and the need for the Library to keep up, including:
  - implementing programs to serve a more diverse community (e.g., newcomers, English as a Second language patrons, seniors)
  - increased budget to increase library hours
  - space considerations, as the Library faces increasing pressures to support a rapidly growing community
- ✓ Noticeable increase in unhoused people in the community who seek Library services and support, but whose needs also may present a challenge

Leadership within the board is strongest when board members with specific and varying skills are appointed. Priority should be given to appointing a Board member with a strong financial background to serve as Board Treasurer in the future.



## Strategic Directions

In 2023 the Board completed a 2024-2027 Strategic Plan. Outcomes are tracked at monthly Board meetings.

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### Vision

Where the library is the beating heart of a strong and engaged community.

### Mission

Creativity, exploration, and inclusion: We inspire our community by connecting people to their passions.

### Values

We are...

Dedicated to community health and well-being | People-centered | Diverse, equitable, and inclusive | Adaptive to future needs | Vibrant, creative, and welcoming

### Motto

Connecting people to their passions

## STRATEGIC PRIORITIES (2024 – 2028)

- Increase community connections
  - Diversity, equity, and inclusion in services and spaces
  - Supporting and welcoming community newcomers
  - Leveraging partnerships
- Adapt and grow with the community
  - Sufficient and supported staff
  - Revenues support growth
  - Reflecting our community in spaces, collections, and programs
- Raise the profile of the library in the community
  - Develop in-person and online services to their fullest
  - Communicating effectively with our community
  - Continued engagement for strong services



## Next Steps

Detailed plans can be tracked in CPPL annual reports and in Library Board meeting minutes, found at [www.carletonplacelibrary.ca](http://www.carletonplacelibrary.ca).