



# Leeds and the Thousand Islands Public Library Board

## Policy

<b>SECTION: GOVERNANCE</b>	<b>NO: GN-03</b>
<b>TITLE: Board Training and Orientation</b>	<b>Date: February 2022</b>
	<b>Next Review Date: February 2025</b>

### 1.0 Policy Statement

1.1 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.

### 2.0 Orientation

- 2.1 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.
- 2.2 Board members shall be given a thorough orientation within two months of their appointment to the library board.
- 2.3 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 vision, mission and values
  - an overview of the *Public Libraries Act*, R.S.O. 1990, c. P44
  - an overview of the board bylaws and governance policies
  - a discussion on the purpose, structure, code of conduct and function of the library board
  - a tour of the library and an introduction to employees and services
- 2.4 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.

### 3.0 Orientation Materials

- 3.1 During the orientation process each board member will receive a package containing:
- the current *Leeds and the Thousand Islands Public Library Policy Manual*
  - the library's current planning document
  - a copy and overview of the annual operating plan and the current budget

- a copy of the current legislation - *Public Libraries Act R.S.O. 1990*
  - a copy of the *Library Board Orientation* materials prepared by the Ontario Library Service
  - a copy of *Cut to the Chase: Ontario Public Library Governance at a Glance*. (Ontario Library Boards' Association)
- 3.2 Board members will review and sign-off on the Library's Workplace Harassment and Discrimination Policy, and Prevention of Workplace Violence Policy.

#### **4.0 Ongoing Training**

- 4.1 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.
- 4.2 To ensure ongoing education, the library board will:
- schedule time for board training
  - maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
  - assign a representative to the Ontario Library Service Board Assemblies
  - fund up to two board members to attend a relevant conference (e.g. OLA Super Conference) annually, budget permitting
- 4.3 The library board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
- 4.4 The cost of any training must be approved by the library board before it is undertaken.
- 4.5 Board members will report on their participation in training events.
- 4.6 In the first year of its term, the library board will review and discuss sections of the *Library Board Development* materials.
- 4.7 Board members are encouraged to participate in training opportunities that include, but are not limited to:
- effective governance
  - planning
  - advocacy
  - funding development
  - decision making

#### **5.0 Preserving Institutional Knowledge**

- 5.1 To help ensure a smooth transition at the end of their term, the Library Board will prepare documentation to aid in the orientation of the next board.
- 5.2 This documentation will aim to share institutional knowledge of the board including sharing context on the major decisions of the board, updates on progress toward the Board's strategic goals, and outlining and ongoing advocacy activities.
- 5.3 This documentation could include:
- A legacy document outlining the achievements, challenges and recommendations of the Board

- Notes summarizing and providing context for major decisions of the board
- Copies of important correspondence or documents
- Other reports or documents, at the discretion of the Board and CEO.

History			
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