



Leeds and the Thousand Islands Public Library Board

Policy

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| SECTION: GOVERNANCE | NO: GN-08 |
| TITLE: Board Succession Planning | Date: February 2022 |
| | Next Review Date: February 2025 |

1.0 Policy Statement

1.1 An effective board is comprised of people who collectively have the knowledge, skills, and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however to assist the council, and as advocates for the library, the library board will implement a framework for board succession planning and recruitment.

2.0 Succession Planning

2.1 The library board recognizes that the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will undertake succession planning, board transition, and recruitment activities.

2.2 In the third year of the current term the library board will:

- undertake a board evaluation process to review the board's performance during the first half of their term
- develop a board member's position description to highlight the responsibilities of the role, and the skills and knowledge that would be an asset to the board

2.3 In the final year of the term, the library board will:

- Identify skills and expertise that would benefit the board, and identify any gaps that may need to be filled
- undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
- Develop a Legacy document to support the board transition process
- develop a board recruitment/briefing package
- identify potential board candidates and inform them of the appointment process
- promote the board application process through advertising, online promotion and/or in-person or virtual information sessions

- request a meeting with council or the municipal clerk to discuss needs of the library and provide the council with a list of recommended candidates

3.0 Board Recruitment

3.1 The Library Board will prepare a recruitment/briefing package to be used during the board recruitment process.

3.2 Interested candidates will be provided with the recruitment package, which may include:

- information on the library’s vision, mission and values
- information on the role, structure, code of conduct and function of the library board
- an introduction to the *Public Libraries Act*
- a copy of the current strategic plan

| History | | | |
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| Approval Date: | February 16, 2022 | Approved by: | B. Lolley |
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