

Category: Governance GOV-08
Policy Name: **Board Orientation, Training and Evaluation**
Date Approved: June 25, 2024

Purpose:

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 as soon after appointment as possible.
2. The Chief Executive Officer (CEO) will provide an orientation that includes but is not limited to:
 - a) a discussion on the purpose, structure, code of conduct and function of the library board.
 - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. P44
 - c) information on the library's vision, mission and values.
 - d) an overview of the board bylaws and governance policies
 - e) a tour of both branches and the library website
3. Each board member will receive:
 - a) Copy and/or links to the **Library Board Orientation** materials prepared by the Ontario Library Service (OLS)
 - b) Copy or link to **Cut the case: Ontario Public Library Governance at a Glance** (Ontario Library Boards' Association)
 - c) Link to the **Public Libraries Act**, R.S.O. 1990, c. P44
 - d) Copy of the Board By-laws, Foundation and Governance policies
 - e) Copy of the current Strategic Plan and operating budget

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 operational details.

1. To ensure ongoing education, the library board will form a Board Development committee. This committee will:
 - a) identify training and education topics and opportunities
 - b) prepare information or provide links to board members
 - c) schedule time during meetings to deliver board training
2. The Board should also:
 - a) consider membership in the Ontario Library Association and/or the Ontario Library Boards' Association to take advantage of their training opportunities.
 - b) ensure one or more members join and attend the Board Assemblies meetings through the OLS and report back to the whole board.
 - c) encourage members to join the virtual Board bootcamp at the OLA Superconference.
3. The library board will receive information from the CEO about training and networking offered by various organizations in Ontario.
4. The cost of any training must be approved by the library board before it is undertaken for reimbursement.
5. Board members will report back to the Board on their participation in outside training events.
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 - Board 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.

1. The library board will evaluate its effectiveness on an annual basis.
2. The chair is responsible for managing the process of 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 December, the library board will evaluate its success in completing the work plan.

Signature of the Chairperson _____

Document Revision Record:

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