



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Governance #2

SUBJECT: Board Orientation and Training

POLICY REPLACING: New

BOARD APPROVAL DATE: September 10, 2019

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RATIONALE:

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

POLICY STATEMENT:

Board Orientation

Board members shall be given a thorough orientation within two months of their appointment to the Board.

The CEO and the 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 Purpose, Motto and Guiding Principles
- 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 Board
- A tour of the Library and an introduction to employees and services

Each Board member will receive:

- Electronic copies of the Bracebridge Public Library policies
- Governance #1 Purpose and Duties of the Board
- The Library's current Strategic Plan
- The most recent Annual Report and the current budget
- Public Libraries Act R.S.O. 1990
- Library Board development materials from Southern Ontario Library Service (SOLS) Governance Hub
- Cut to the Chase: Ontario Public Library Governance at a Glance. (Ontario Library Boards' Association)

Board Training

To ensure ongoing education, the Board will:

- Schedule time for Board training
- Maintain a membership in the Ontario Library Association (OLA) and the Ontario Library Boards' Association
- Assign a representative who will attend any regional Trustee Council meetings and report back to the Board
- Fund at least one Board member to attend a relevant conference (e.g. OLA Superconference) annually



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Board members are encouraged to participate in training opportunities that include, but are not limited to:

- Effective governance
- Planning
- Advocacy
- Funding development
- Decision making

The Board will receive information from the CEO about training and networking offered by various organizations in Ontario such as SOLS and OLA.

Any training undertaken by Board members must be approved by the CEO and be within the Library's budget.

Board members will prepare and present a written report on their participation in training events.

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.

RELATED DOCUMENTATION:

Public Libraries Act RSO 1990 C.44

Bracebridge Public Library Strategic Plan

Governance #1 Purpose and Duties of the Board

Southern Ontario Library Service (SOLS) Governance Hub

Cut to the Chase: Ontario Public Library Governance at a Glance. (Ontario Library Boards' Association)

Regulations of the Accessibility for Ontarians with Disability Act

PREVIOUS REVISIONS:

None