



Policy Name:	<b>Board Orientation, Training, and Evaluation</b>
Policy Type:	<b>Governance</b>
Policy Number:	<b>GOV-02</b>
Original Adoption Date:	<b>November 2014</b>
Current Approval:	<b>June 2024</b>
Review:	<b>June 2028</b>
Motion:	<b>2024:34</b>

## **Board Orientation, Training and Evaluation**

### **1. Purpose**

To govern the Library effectively, Board members must have sufficient knowledge of their legal, ethical, and functional duties and responsibilities. Ongoing provision of information is necessary to keep Board members up to date on issues that are central to the role of the Library in the community.

### **2. Policy**

This policy sets out the requirements for Board orientation, ongoing training, and evaluation.

### **3. Procedure**

#### **Section 1 - Orientation**

- a. The CEO and returning Board members are responsible for providing an orientation for new library Board members as soon as possible after appointments are made.

The CEO and the Board chair shall be responsible for developing an orientation agenda which shall include, but not be limited to:

- i. Information on the library's foundational documents: vision, mission, and values.
- ii. An overview of the ***Public Libraries Act, R.S.O. 1990, c. P.44.***
- iii. An overview of Board by-laws and governance policies.



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- iv. A discussion on the purpose, structure, code of conduct and function of the library Board.
  - v. A summary of the previous Board’s accomplishments, challenges, and unfinished work in the form of a Legacy Document.
  - vi. A tour of the Library and an introduction to employees and services.
- b. Each Board member will receive, through a variety of formats:
- i. the current **Orillia Public Library Policy Manual**
  - ii. the Library’s current planning documents and Annual Reports
  - iii. a copy and overview of the annual operating plan and the current budget
  - iv. a copy of a document outlining successes, challenges, and next steps of the previous Board in the form of a Legacy Document
  - v. an application for Library membership
  - vi. a copy of the current legislation – **Public Libraries Act, R.S.O. 1990**
  - vii. a link to the Ontario Library Service’s Governance HUB
  - viii. a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance** (Ontario Library Boards’ Association)
- c. 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

- a. To ensure effective ongoing education, the library Board will:
  - i. Develop a plan for Board development based on the Library’s annual strategic goals and the recommendations coming out of Board evaluations.



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- ii. Maintain membership in the Ontario Library Association and the Ontario Library Boards' Association.
- iii. Assign a representative who will attend the Ontario Library Service Board Assembly meetings and report back to the library Board.
- iv. Fund at minimum two Board members to attend a relevant conference (ie. OLA Superconference) annually.
- b. The CEO will inform the Library Board of training and networking opportunities offered by various organizations in Ontario.
- c. The cost of training must be approved by the Library Board before it is undertaken. Library staff will manage the registration processes.
- d. Board members will report on their participation in training events.
- e. Board members are encouraged to participate in training opportunities that include, but are not limited to:
  - i. Effective governance.
  - ii. Planning.
  - iii. Advocacy.
  - iv. Funding development.
  - v. Decision making.

### **Section 3 – Board Evaluation**

- a) Board assessment is the process by which the Board determines how well its performance is enabling the library to achieve its goals. A strong, vibrant Board is a clear indicator of a healthy organization. Annual assessment is intended to discover the Board's strengths, identify knowledge and performance gaps, and put in place strategies for improving performance and effectiveness.



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- b) The Library Board will evaluate its effectiveness on an annual basis.
- c) The Chair will be responsible for managing the assessment process to allow the Board to remain consistent in benchmarking its performance against governance best practices and focus on continuous improvement in the following areas of responsibility:
  - i. Board conduct and practice.
  - ii. Policy development.
  - iii. Planning.
  - iv. Advocacy.
  - v. Relationship with the CEO.
  - vi. Financial oversight.
  - vii. Board Development.
- d) To facilitate the evaluation process, the Library Board will develop an annual work plan in January\* of each year and will assess its success in completing the work plan in November of each year.

\*Election years will have a different timetable

### Related Documents

- [\*\*Accessibility for Ontarians with Disability Act, R.S.O 2005\*\*](#)
- [\*\*Human Rights Code, R.S.O 1990\*\*](#)
- [\*\*Ontario Library Board's Association Cut to the Chase: Ontario Public Library Governance at a Glance\*\*](#)
- Orillia Public Library: Board Annual Work Plan Template



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- Orillia Public Library: Board Assessment Questionnaire Template
- Orillia Public Library Policy Manual
- [\*Public Libraries Act, R.S.O. 1990\*](#)