

## Library Board Orientation and Training

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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 new members is necessary in order for there to be a common and shared understanding of the authority and role of the Library Board. This policy sets out the requirements for Board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the library board.
2. The Chief Executive Officer (CEO) and board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
  - a) information on the library's vision, mission and values
  - b) an overview of the Public Libraries Act, R.S.O. 1990, c. P44
  - c) an overview of board by-laws and governance policies
  - d) a discussion of the purpose, structure, code of conduct, and function of the board
  - e) a tour of the library and introductions to staff members and services
3. Each board member will receive:
  - the current Port Colborne Public Library Policy Manual (print or digital)
  - the library's current strategic planning document
  - a copy and overview of the annual operating plan and the current budget
  - instructions for obtaining library membership
  - a copy of the Public Libraries Act, R.S.O 1990, c. P44
  - a copy of the Library Board Development Kit prepared by Ontario Library Service

- a copy of Cut to the Chase: Ontario Public Library Governance at a Glance (Ontario Library Boards' Association)
  - a copy of 10 Things You Need to Know as a New Library Board Member (Ontario Library Service)
4. Board members will receive training on accessibility standards set out in the Regulations of the Accessibility for Ontarians with Disabilities 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 on operational details. This policy ensures that library board members have access to, and avail themselves of, training opportunities.

1. To ensure ongoing education, the library board will:
  - a) schedule time for board training
  - b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
  - c) assign a representative to attend the Ontario Library Service Board Assembly meetings and report back to the library board
  - d) **fund two board members to attend a relevant conference (e.g. OLA Superconference) annually**
2. The library board will receive information from the CEO about training and networking offered by various organizations in Ontario.
3. The cost of any training must be approved by the library board before it is undertaken.
4. Board members will report on their participation in training events.
5. In the first year of the term, the library board will review and discuss sections of the Library Board Development materials prepared by Ontario Library Service.
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

**Related Documents:**

- Accessibility Standards for Customer Service and Ontario Regulation 165/1
- Ontario Library Boards' Association. Cut to the Chase: Ontario Public Library Governance at a Glance
- Ontario Library Service. Library Board Development materials