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This policy sets out the requirements for the Mississippi Mills Public Library Board orientation and ensures that Board members have access to, and avail themselves of, training opportunities.

### **Section 1: Orientation**

The orientation of new Board members is necessary in order to ensure a common and shared understanding of the authority and role of the Board.

1. Board members will be given a thorough orientation within two months of their appointment to the Board.
2. The CEO/Chief Librarian and the Board Chair will be responsible for developing the agenda for a special workshop/meeting to provide an orientation which includes, but is not 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 the Board by-laws and governance policies
  - d) a discussion on the purpose, structure, code of conduct and function of the Board
  - e) a tour of the Library and an introduction to employees and services
3. Each Board member will receive and/or have access to:
  - a) the current *Mississippi Mills Public Library Policy Manual* (paper or electronic version)
  - b) the Library's current planning document
  - c) a copy and overview of the annual operating plan and the current budget
  - d) an application for library membership, if required
  - e) a copy of the *Public Libraries Act*, R.S.O. 1990
  - f) Bourinot's Rules of Order
  - g) the Ontario Library Service (OLS) Governance Hub (resources, training, and information for members of Ontario's public library boards)
  - h) a copy of the Ontario Library Boards' Association (OLBA) *Cut to the Chase: Ontario Public Library Governance at a Glance*

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: Training**

In order to be effective, Board members must have sufficient knowledge of board governance and issues that are central to the role of the Library in the community. Ongoing training ensures that Board members focus on good governance, strategic directions and policy implications rather than on operational details.

1. To ensure ongoing education, the Board will:
  - a) schedule time for Board training (agenda item)
  - b) maintain a membership in the Ontario Library Association (OLA) and the Ontario Library Boards' Association (OLBA)
  - c) assign a representative who will attend the regional Trustee Council meetings and report back to the Board
  - d) fund two Board members to attend a relevant conference (e.g. OLA Super Conference) annually
2. The Board will receive information from the CEO/Chief Librarian about training and networking offered by various organizations in Ontario.
3. The cost of any training must be approved by the Board before it is undertaken.
4. Board members will report on their participation in training events.
5. During each year of its term, Board members will review and discuss the Ontario Library Service Governance Hub modules organized around a 4-year life cycle for public library boards and develop a work plan. A balanced work plan should consider the Board's education needs as well as the scheduling of tasks to meet the intended goals of the Board.
6. Board members are encouraged to participate in training opportunities that include, but are not limited to:
  - a) effective governance
  - b) strategic planning
  - c) advocacy
  - d) assessment
  - e) funding development
  - f) decision making
  - g) legacy and succession

## RELATED DOCUMENTS

- *Accessibility Standards for Customer Service*, Ontario Regulation 429/07
- *Integrated Accessibility Standards*, Ontario Regulation 191/11
- Ontario Library Boards' Association. *Cut to the Chase: Ontario Public Library Governance at a Glance*
- Ontario Library Service, Governance Hub
- Ontario Library Service, Trillium Public Library: Sample Policies