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Policy Title:	Board Orientation, Training and Evaluation (Including Appendix: Annual Board Evaluation Form)	Initial Policy Approval Date:	Sep. 17, 2018
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To be effective, Mississippi Mills Public 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 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.
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

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. This policy ensures that the library board assesses its effectiveness.

1. The Mississippi Mills Public Library Board will evaluate its effectiveness on an annual basis.
2. The Chair is responsible for managing the process of the evaluation.
3. The 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 November, the library board will evaluate its success in completing the work plan. (Appendix: Mississippi Mills Public Library Annual Board Evaluation Form)

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

APPENDIX

Mississippi Mills Public Library

ANNUAL BOARD EVALUATION FORM

YEAR: 20____

The Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals stated in the annual work plan. All Board members complete this evaluation individually. The results provide feedback that will be shared and discussed at the Board's meeting in November of each year.

For each statement below, provide answers and comments that reflect your opinion.

	Statement	Yes	No	Comments
Board conduct and practice				
	Board members understand their roles and responsibilities as a Board and as individual Trustees and the structure and bylaws of the Board.			
	Board members can identify the vision, mission, values, strategic plan, and service excellence model of the Library.			
	Board members are familiar with municipal, provincial and federal legislation and regulations related to the governance and operation of Ontario public libraries.			
	Board members support the Chair and all decisions made by the Board.			
	Board members ensure improvement and follow-up action after performing the Board Evaluation.			

	The Board’s working environment is one of mutual respect and board members are given an opportunity to express views without prejudice.			
	Board members regularly attend meetings and assigned committee meetings.			
	Prior to meetings, Board members review the agenda and the supporting information in order to make effective decisions and ensure items reflect the strategic plan or priorities.			
	The committee and working group chairs, and liaisons to affiliated groups, are invited to report on activities and efforts on a regular basis.			
Policy development				
	The Board provides direction to the CEO by setting and reviewing policies.			
	The Board has relevant and up-to-date governance and operational policies.			
	Board members are familiar with Board policies and can distinguish between policy making and operational decision making.			
	The Board creates committees and ad hoc working groups, as needed, to support the Chair and the CEO/Chief Librarian.			
	The Board maintains a schedule to review all policies, at least every four years.			
Planning				

	The Board has a formal Strategic Plan based on the Library vision, mission and core values.			
	The Board reviews progress of the Strategic Plan using an annual work plan which sets measurable goals and priorities and clearly communicates what the Board wants to achieve in the current year.			
	The CEO provides the Board with sufficient information for making a decision.			
	Board members consider in detail the options available in making a decision.			
	The Board analyzes decisions and examines their impact before making them.			
Advocacy				
	Board members accept and respect that the Chair is the lead spokesperson for the Board.			
	Board members are cognizant of the political process and the manner in which the Board can impact decision making.			
	The Board ensures that the Library's accomplishments and challenges are communicated to the municipality, key stakeholders and the corporate community.			
	The Board encourages key stakeholders and library patrons to voice their support of the Library.			
	The Board assists in setting fundraising goals and is involved in fundraising projects.			

	The Board works with the CEO to initiate fundraising campaigns.			
Relationship with the Chief Operating Officer (CEO)				
	The Board's relationship with the CEO/Chief Librarian is one of mutual trust and respect.			
	Board members have a clear understanding, on most matters, where the Board's role ends and the CEO's begins.			
	The Board hires a qualified CEO to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the Library, and evaluates annually.			
	The Board ensures that the CEO is able to take advantage of professional development opportunities.			
	The Board Chair identifies goals for the regular meetings and sets a clear agenda. The Chair identifies key communication points at the end of the meetings.			
	The CEO provides the Board members with the agenda, relevant reports in advance of meetings and draft minutes.			
Financial oversight				
	The Board reviews and approves financial plans of the Library prior to their implementation.			
	The Board obtains all the financial and other information it requires to understand and assess the condition and performance of the Library.			

	The Board is diligent in verifying the integrity of the Library’s financial monitoring and control systems.			
	Board members are sufficiently financially literate to effectively discharge their financial oversight responsibilities.			
Board development and training				
	New Board members receive an orientation to their roles and accountabilities, a copy of the Library’s Strategic Plan and information regarding the Ontario Library System Governance Hub website.			
	The Board encourages members to participate in library (or related) associations.			
	The Board offers opportunities for members to take training and to join committees and working groups, in a fair and transparent manner.			
	The Board ensures that members receive training on changes to legislation governing library services and operations.			
Other comments				