Madawaska Valley Public Library Policy Manual

Policy Type: Governance **Policy Number: GOV-02**

Policy Title: Board Orientation and Training

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This policy sets out the requirements for board orientation and ongoing training. 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.

Section 1: Orientation

The orientation of new members, and a refresher for returning members, is necessary for there to be a common and shared understanding of the authority and role of the Township of Madawaska Valley Public Library Board (the Board).

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

2. The Chief Executive Officer (CEO) and the Board Chairman 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 the Board's bylaws 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 staff members and services, as required.

3. Each Board member will receive:
   a) the current Madawaska Valley Public Library policy manual
   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 current legislation: *Public Libraries Act* R.S.O. 1990, c. P44
   f) a copy of the Library Board Orientation materials (SOLS)
   g) a copy of *Cut to the Chase: Ontario Public Library Governance at a Glance* (Ontario Library Boards' Association)

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: 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 who will attend the regional Trustee Council meetings and report back to the library board;
    d) fund two board members to attend a relevant conference annually (e.g. OLA Superconference).

2. The Library Board will receive information from the Chief Executive Officer (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 its term, the Library Board will review and discuss sections of the Library Board Development materials, prepared by Southern Ontario Library Service (SOLS).

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, Ontario Regulation 165/16
Southern Ontario Library Service: **Library Board Orientation materials** found at www.sols.org/index.php/boards-trustees
Ontario Library Boards' Association: *Cut to the Chase: Ontario Public Library Governance at a Glance*