Madawaska Valley Public Library Policy Manual

Policy Type: Governance **Policy Number: GOV-12**

Policy Title: Succession Planning **Initial Approval Date: June 2012**
Last Review/Revision Date: Sep 2024
Review Date: Sep 2027

An effective board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board; however, to assist the council and as advocates for the library, the board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting members for the Township of Madawaska Valley Public Library Board (the Board), and planning for board succession.

1. The Board recognizes that the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 10(4) requires that the municipal council appoint library board members. To support the appointment process, the Board will collaborate with council on a preliminary selection process (see Appendix A, also found in Policy **BL-02, Composition of the Board and Terms of Reference for Officers**).

2. In the third year of the current term, the Board will:
   a) undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan
   b) solicit input from the Chief Executive Officer (CEO)
   c) match the Board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
   d) develop a board member's position description to highlight qualities and desired skills
   e) undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan

3. Six months prior to the end of the current term, the Board will:
   a) solicit input from the Chief Executive Officer (CEO)
   b) identify suitable candidates and solicit their willingness to serve
   c) inform the potential candidates of the imminent appointment process
   d) meet with council to discuss needs of the library and provide the council with a list of recommended candidates

4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include, but not be limited to:
   a) Information on the library's vision, mission and values
   b) Information on the role, structure, code of conduct and function of the Board
   c) An introduction to the ***Public Libraries Act***
   d) A tour of the library, if necessary
   e) A copy of the current planning document

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Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44

Policy Number **BL-02 Composition of the Board and Terms of Reference for Officers**

The Corporation of the Township of Madawaska Valley, By-Law Number 2016-17, Schedule "A"

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Schedule A

The Appointment Process for The Madawaska Valley Public Library Board - new Board or replacement during term, will be as follows:

1. Board Secretary notifies the CAO/Clerk in writing that a replacement is required during a term, or
2. Board Secretary liaises with the CAO/Clerk at the end of a four-year term, which coincides with the term of an elected council.
3. In both instances, the Board Secretary provides, if required, draft wording for an announcement to be placed in local newspaper calling for applicants. Announcement will include a brief job description and competency skills.
4. All applications will be received by the Board Secretary.
5. At the next Board meeting, in closed session, the Board members will review the applications and indicate, by majority consensus, if the applications meet / do not meet the minimum requirements. A YES will be indicated with a check mark a No with an X.
6. Board Secretary will prepare a package of ALL applications in alphabetical order and a forwarding letter to the CAO/Clerk.
7. There will be NO recommendations made by a sitting Board as to who should be considered for appointment - that is the mandated responsibility of the municipal Council. Council may appoint anyone from the submitted applications, regardless if the applicant is deemed to meet the minimum requirements for the position.
8. No copies or records will be maintained either by the Board of the Board Secretary.
9. The council of Brudenell, Lyndoch & Raglan (BLR) may appoint a councilor to sit on the MV Public Library Board, pursuant to the Public Libraries Act, sec 29.

    a. Should a councilor not be appointed, the BLR council may choose to solicit its residents for a volunteer to sit on the Board.
    b. In either instance the BLR representative has full voting right.
    c. Notification of a BLR appointment is to be made in writing to the Board Secretary.

Source: The Corporation of the Township of Madawaska Valley, By-Law Number 2016-17, Schedule “A”