

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

LIBRARY BOARD SUCCESSION PLANNING POLICY

BACKGROUND

An effective Library Board is comprised of people who have the knowledge, skills and background necessary to govern with excellence; and to lead the Oxford County Library Board (OCL) in the realization of its mission, vision and values.

Oxford County Library Board believes that it has a responsibility to ensure the continuity of the Library Board over time.

PURPOSE

This policy sets out the practices that will support the appointment of qualified Library Board members and the planning for Board succession.

DEFINITIONS

Lay Person	A resident of Oxford County who is not a member of an Area Municipal or County Council.
Striking Committee	The Committee of Oxford County Council responsible for the recommendation of lay persons to Boards and Committees of Council.

PROCEDURES

1.0 Responsibilities of Existing Oxford County Library Board Members

- 1.1 The Oxford County Library Board recognizes that the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 10(4) requires that the Council of Oxford County appoint Library Board members. To support the appointment process, the CEO/Chief Librarian may make recommendations to the Oxford County Steering Committee, based on criteria established in the ***Oxford County Library Board Terms of Reference***.
- 1.2 In the final year of a term, the current Oxford County Library Board shall:

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

- 1.2.1 Prepare a legacy document that outlines the Library Board's successes and challenges, including recommendations for initial steps to be taken by the new Library Board;
- 1.2.2 Consider the collective skills required of the Library Board to govern the Library effectively;
- 1.2.3 Review the Library Board Terms of Reference to determine if any changes are required;
- 1.2.4 Develop a plan to encourage potential board members to make application the County for the next term.
- 1.2.5 As there is no provision in the **Public Libraries Act** for staggering terms of office, Board Members shall inform the CEO/Chief Librarian and/or County Clerk of their intent to apply for the next term of the Library Board prior to the end of term.

2.0 Recruitment Process

- 2.1 As stated in the **Oxford County Procedural By-Law**, "Where non-elected members (lay persons) are required to serve on any committee... Council shall instruct the Clerk to publicly advertise these positions in consultation with the Manager of Strategic Communications and Engagement or designate." (13.7.1)
- 2.2 Library staff will work with Strategic Communications and Engagement and the Clerks departments to align advertising of Library Board positions via social media and in-branch advertising.
- 2.3 Applications to the Library Board will be received by the County Clerk and provided to Council's Striking Committee for review and recommendation.
- 2.4 Council appointments to the Library Board will be made at the inaugural meeting of Council.
- 2.5 Layperson appointments to Boards and Committees of Council will be confirmed through a staff report thereafter.
- 2.6 Newly Appointed Library Board members will meet with the CEO/Chief Librarian prior to attending their first library board meeting where possible. Members will also receive an orientation package and ongoing training about library governance and services, which may include:

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

- 2.6.1 Information on the Library's mission, vision and values;
- 2.6.2 Information on the role, structure, code of conduct and function of the Library Board;
- 2.6.3 An introduction to the **Public Libraries Act**, R.S.O. 1990, c. P44;
- 2.6.4 An introduction to the governance and operational policies of the Oxford County Library, and of the Oxford County Policies that are adopted by the Library Board.
- 2.6.5 Tours of the Library's 14 Branch locations and Bookmobile;
- 2.6.6 Copies of current planning documents.

3.0 References and Related Documents

3.1 Oxford County Library Policies

- 3.1.1 Oxford County Library. (2022, June.) *Oxford County Library Board Terms of Reference*.

3.2 Oxford County Policies and By-Laws

- 3.2.1 Oxford County. (2023, August 9.) 6771-2025. *Oxford County Procedure By-law*.

3.3 Legislation

- 3.3.1 Ontario. *Public Libraries Act*, R.S.O 1990, c. P.44