

Board Motion Number:	2024-53	Date of Review:	2028
Date Approved:	November 19, 2024	Chairperson's signature:	Original signed by: Julia Harris, Board Chair

BOARD ORIENTATION, TRAINING AND DEVELOPMENT

BACKGROUND

To be effective, Library Board members must have sufficient knowledge of board governance issues that are central to the role of the Library in the community.

Orientation, training and development provides the framework for good governance and helps the Board fulfil its legal, ethical and functional responsibilities.

PURPOSE

This policy sets out the requirements for the Library Board Orientation and ongoing training and development, while setting out the actions necessary to achieve these goals.

PROCEDURES

Board Orientation

1. New Board Member Package
 - a. New Board members will be provided with an orientation package in either a physical or digital form which includes all pertinent documents and information including, but not limited to:
 - i. Library Policy Manual
 - ii. Library Board Terms of Reference
 - iii. Library Strategic Plan
 - iv. Previous Board's Legacy Document
 - v. Current Orientation and Governance Documents provided by the Ontario Library Service and/or the Ontario Library Boards' Association.
2. Orientation
 - a. New Board Members shall receive orientation training either as part of the regular board agenda, or as a separate training meeting.
 - b. Said training shall include, but is not limited to:
 - i. An overview of the *Public Libraries Act*, R.S.O. 1990, c. P44
 - ii. A review of the current year Business Plan and Budget
 - iii. An organizational review
 - iv. A review of all governance and operating policies
 - c. Board members will also receive training on accessibility standards set out in the Regulations for the *Accessibility for Ontarians with Disability Act*, including training on the Human Rights Code as it pertains to persons with disabilities.

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- d. Through the course of the first year, staff will provide tours of various branch locations. The Board may also wish to hold meetings at various branches to facilitate said tours.

Ongoing Board Training and Development

Ongoing training ensures that board members focus on good governance, strategic directions and policy implications.

1. To ensure ongoing education, the Library Board will:
 - a. Develop a plan for Board Development based on the requirements of its annual evaluation.
 - b. Maintain a membership to the Ontario Library Association and the Ontario Library Boards' Association.
 - i. Board members shall be encouraged to attend the annual Ontario Library Association Super Conference. The Board shall include funds in the annual operating budget to ensure that at least two board members attend the conference.
 - c. Delegate one member to attend the OLS Board Assembly meetings.
 - d. Support other training opportunities such as those provided by Ontario Library Service (OLS) or the Ontario Library Boards Association (OLBA) that are deemed to be appropriate for the work of the Board, as funds allow.
2. Board members who attend training or development opportunities shall report back to the Board at a meeting following said opportunity.
3. The Library Board will receive information from the CEO/Chief Librarian, the Board Chair, and/or the Board Assembly Representative for OLS about training offered by various organizations.
4. The cost of any training must be approved by the Library Board before it is undertaken and in accordance with the Oxford County *Employee Expense Policy*.

References and Related Documents:

Oxford County Library

Oxford County Library. (2024, February). *Library Strategic Plan (2024-2028)*.

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

Oxford County

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Oxford County. (2024, October). *Employee Expense Policy.*

Legislation

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11

Public Libraries act, R.S.O. 1990, c. P.44.