

Policy: Governance - Board Orientation

Department: Library

Effective Date: March 2017

Revision Date:

Next Year of Review: 2021

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

- 1) Board members shall be given a thorough orientation within two months of their appointment to the library board.
- 2) The Chief Executive Officer (CEO) and the board chair 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 bylaws and governance policies
 - d) a discussion on the purpose, structure, and function of the library board
 - e) a tour of the library headquarters and an introduction to employees and services
- 3) Each board member will receive:
 - a) the current Trillium Public Library Policy Manual
 - b) the library's current planning document
 - c) a copy and overview of the annual business plan and the current budget
 - d) an application for library membership
 - e) Public Libraries Act R.S.O. 1990
 - f) a copy of the Library Board Orientation Kit (Southern Ontario Library Service)
 - 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.

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.

Southern Ontario Library Service. Library Board Orientation Kit. (2014)