

Chatham-Kent Public Library
Board Governance Policy
Board Orientation and Training

Purpose

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

The Library Board shall ensure that Library Board members have the knowledge to:

- discuss, debate and plan the library system's mission, strategic goals, objectives, and program and service priorities;
- understand the necessary resources to operate the system;
- understand the budget and financial statements;
- understand the roles, duties, and responsibilities of the Library Board, its committees, individual Board members and the CEO/Chief Librarian.

Orientation

The orientation of Library Board members is necessary for there to be a common and shared understanding of the authority and role of the Library Board.

1. The CEO/Chief Librarian and returning Library Board members are responsible for providing orientation for new Library Board members. For mid-term appointments, a member of the Library Board will also act as a mentor.
2. Board members shall be given a thorough orientation within two months of their appointment to the Library Board.
3. The CEO/Chief Librarian and 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, strategic plan and annual operational plan
 - b. An overview of the Ontario Public Libraries Act, R.S.O. 1990, c. P44 and other relevant legislation;
 - c. An overview of the Library Board bylaws and governance policies
 - d. An overview of the roles and terms of reference of the Library Board's committees
 - e. A discussion on the purpose, structure, code of conduct and function of the Library Board

- f. A discussion on the legal duties and liabilities of Board members
 - g. A discussion on the financial authorities and fiduciary duties of Board members
 - h. A tour of library facilities and an introduction to staff and services
 - i. Presentations by Library Managers in relation to their areas of responsibility
4. The CEO/Chief Librarian will ensure that each board member has access to:
- a. The outgoing Board Legacy Document
 - b. The Library's annual operational plan and current budget
 - c. Relevant materials from previous meetings which may include minutes and budget, financial and committee reports
 - d. Annual report
 - e. Annual board calendar (including board meeting dates; key deadlines such as deadline for budget submission to council, board development opportunities and conferences)
 - f. A copy of Library Board Orientation materials prepared by the Ontario Library Service
 - g. A copy of "Cut to the Chase: Ontario Public Library Governance at a Glance" (Ontario Library Boards' Association)
 - h. A list of library resource websites such as the Ontario Library Service and the Ontario Library Board's Association.
5. Library 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.

Ongoing Training

1. To ensure ongoing education, the Library Board will:
 - a. Schedule time for Board training
 - b. Maintain a membership in the Ontario Library Association (OLA) and the Ontario Library Boards' Association (OLBA)
 - c. Assign a representative to attend the Ontario Library Service Board Assembly meetings and report back to the Library Board
 - d. Fund two board members to attend a relevant conference (e.g. OLA Super Conference) annually
2. The CEO/Chief Librarian will provide information to the Library Board about training and networking offered by various organizations in Ontario.

3. The cost of any training must be approved by the Board or CEO/Chief Librarian before it is undertaken and be accounted for in the Annual Budget.
4. Board members will report on their participation in training events.
5. 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

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Background Documents: [Public Libraries Act, R.S.O. 1990, c. P.44](#)

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.