

# Chatham-Kent Public Library

## Board Governance Policy

### Board Orientation

#### Why:

An introduction to the role of the Library Board, the Library, its facilities and services is an integral step in developing an effective Library Board. New Board members need to understand the basics of the Public Library, the Library Board's authority and the unique relationship between the Chatham-Kent Public Library Board and the Municipality of Chatham-Kent.

#### What:

The CEO/Chief Librarian and returning board members are responsible for providing an orientation for new Library Board members as soon as possible after appointments are made.

#### How:

1. Board members shall be given a thorough orientation within two months of their appointment to the board.
2. Mid-term appointments will be given an orientation by both the Chair and CEO. In addition, a member of the library board who will also act as a mentor.
3. Each new Board member shall be provided with an orientation to the:
  - a) Library vision, mission, strategic plan and annual operations 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 board bylaws, governance policies and financial authorities
  - d) An overview of the roles and terms of reference of the board's committees
  - e) A discussion on the role, structure, code of conduct, function of the board and the legal duties and liabilities of board members
  - f) A tour of library facilities and an introduction to staff members and services

g) Presentations by administration staff in relation to their areas of responsibility

4. The CEO will ensure that each board member has access to:

a) The outgoing Board Legacy Document

b) A copy and overview of Library's current operational plan

c) Relevant materials from previous meetings which may include minutes and budget, financial and committee reports

d) Annual report including financial, board and library activities for the year

e) Annual board calendar (including board meeting dates; key deadlines such as deadline for budget submission to council, board development opportunities and conferences)

f) Additional orientation materials established by the Board, the CEO/Chief Librarian, Library staff,

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, the Ontario Library Board's Association.

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Background Documents:

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).