



# Board Assembly Meeting

September 2022

**Stronger libraries. Stronger communities.**

# **Agenda**

- 1. Welcome and Introductions**
- 2. Updates from Ontario Library Service**
- 3. Updates from Partners**
- 4. Board Development:  
Orientation Options for the New Term**
- 5. Roundtable Discussion**
- 6. Adjournment**

# Introductions

# Ontario Library Service Updates

# Board Information Sources

The Governance HUB Year One resources have been updated:

<https://resources.olservice.ca/governance-roles-and-responsibilities>

# Trillium Public Library Sample Policies

## Recently updated sample policies:

- Board By-Laws
- Code of Conduct (Public)
- Equity, Diversity and Inclusion
- Internet Services
- Meeting Rooms
- Programming
- Records Retention and Schedule



### **IMPORTANT TIP**

Trillium Public Library Sample Policies  
may be used and adapted by libraries  
according to their needs.

# New CEO Toolkit

**Welcome to the OLS New CEO Toolkit!**



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<https://resources.olservice.ca/new-ceo-tool-kit>

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# Reminder: Elections

- The Municipal Elections Act requires local boards to establish rules for the use of board resources during the campaign period
- Clause 88.18 of the Ontario Municipal Elections Act, 1996 reads:

## *Use of municipal, board resources*

*Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.*

If you wish to write this in the form of a policy, the Ontario Library Service has sample policies. Policy OP-16, The Library and Political Elections, includes sample rules and procedures.



# Reminder: Board Appointments

With respect to appointments to the library board, there are four key points to remember:

1. Library boards in Ontario do not appoint their own replacements
2. Appointments are made by municipal or county council
3. Current board members must apply to be re-appointed
4. Current board members sit on the board until the next board is appointed

# Governance HUB: Board Appointment Resources

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[Ontario Library Service](#) / [Professional Resources Home](#) / [Year 4: Board Transition - Succession Planning](#) / Board Appointments

Year 4: Board Transition - Succession Planning

[Search Words | termes](#) [Search | Rechercher](#)

The Four Year Board Cycle

Concept of Board Legacy

Board Succession Planning

Board Appointments

[The Appointment Process](#)

[Questions and Answers about Transition to a New Board](#)

Advocacy During Municipal Election Campaign

Governance HUB homepage

The Appointment Process

After municipal elections, new municipal councils appoint public library boards.

Board appointments must be done in accordance with the requirements outlined in the Public Libraries Act (PLA) with these overarching reminders:

- The current Library Board remains an active board until the new Library Board is appointed
- Library boards in Ontario do not appoint their own replacements.
- Library board appointments are made by the establishing municipal council.

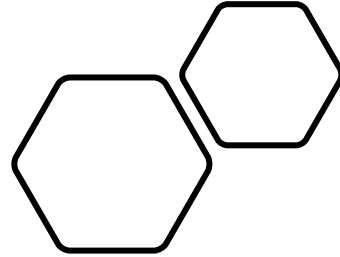
The *Public Libraries Act* (10(3)) states that library boards are appointed for the term of the appointing council (the municipal council or the county council).

The actual process of making the appointments may vary from municipality to municipality. For example, the process could be:

According to Town By-law 123 - The Municipal Clerk shall post notices in local newspapers and on the Town's website to solicit interest for positions of the Library Board, with a deadline 15 days after the municipal election. The Clerk shall receive all submissions from individuals wishing to be appointed to the Library Board, and these will be presented in writing at the Town Hall. The Clerk may solicit opinions from the Library Board regarding the written submissions before these submissions are given to the members of the Municipal Council. The Municipal Council will make the appointments to the Library

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# **Stronger Libraries. Stronger Communities.**



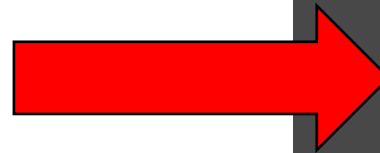
The 2022 OLS Virtual Conference is happening **September 21-22** with Board focused content the evening of September 21<sup>st</sup>.

Check out the OLS website for more info and to register for free!

<https://resources.olservice.ca/conference/2022>

# Board Information Sources

- The *Governance HUB Newsletter* is published three times per year
- Subscribe at [www.olservice.ca](http://www.olservice.ca)  
(from the link at the bottom of the page)



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☐ Governance HUB Newsletter

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# Updates from Partners



:: ontario library boards' association

The Ontario Library Boards' Association (OLBA) is a division of the Ontario Library Association (OLA). OLBA takes pride in being the centre of excellence in governance for public library boards in Ontario. We capitalize on our expertise in **governance**, **advocacy**, and **community engagement** to provide public library boards - just like yours - with up-to-date educational and professional development resources, tools, and individually customized consultations. We welcome new members!

**Governance** - We offer educational and professional development opportunities to Board members such as webinars and free form ONLib Chats. OLBA's newly revised Cut to the Chase, the essential primer for Ontario's Public Library Boards, will be available this fall online and for hard-copy purchase.



## :: ontario library boards' association

**Advocacy** - We advocate on behalf of public libraries along with OLA and Federation of Ontario Public Libraries (FOPL) to different levels of government. We offer resources and specialized advice on engaging with your own municipal government.

**Community Engagement** - OLBA's goal is to ensure public libraries maintain their roles as integral civic institutions in their communities. We are here to serve the Board to meaningfully connect with your community and serve them based on their needs.

- OLA Super Conference is February 2 - 4 (in-person and virtual) and the OLBA Trustee Bootcamp Program will be a virtual experience February 4, 2023
- Bursaries for library boards serving small populations will be made available
- Submit a program idea! OLA deadline for submitting Super Conference proposals is September 24.

# FOPL Updates

- **Municipal Organizations Outreach and Education**
  - Attended the AMCTO and AMO Conferences in June and August
  - Focused on keeping our public library boards independent and the value impact of public libraries within their communities
- **Ongoing Advocacy Initiatives**
  - Relationship building with new Ministers: Ministry of Tourism, Culture and Sport, Ministry of Education, Ministry of Infrastructure
- **Upcoming Fall Information Sessions**
  - [Building Partnerships with First Nations Public Libraries](#) – September 14
  - [Advocating for Development Charges](#) – October 12



# Ministry of Tourism, Culture and Sport



Typical Week Survey  
October – December 2022



Provincial Operating Grants (PLOG/PE/FNSS)  
August 31, 2022 – October 12, 2022



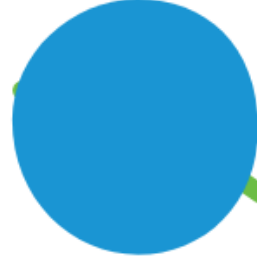
Ministry Name Change

# **Board Development: Orientation Options for the New Term**

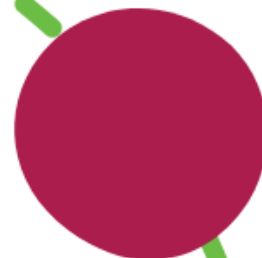
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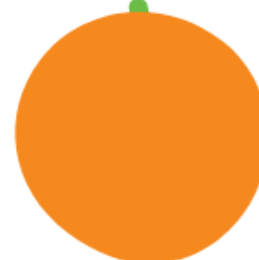
## Year One



**Legislation**



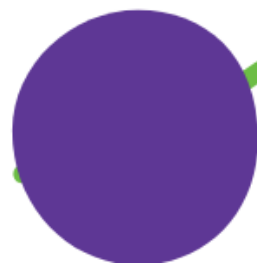
**Roles &  
Responsibilities**



**Orientation &  
Board Development**



**Relationships**



**Meetings**

# Board Orientation Sessions with OLS

## Virtual

- Live series (Feb-March, mixture of evening/weekend)
- Recordings of select live sessions
- Micro training in LearnHQ

## In-Person

- Regional sessions (April-June)
- Approximately 12 sessions provincewide, pending registration levels
- For any board members, not just board assembly representatives

# Roundtable Discussion

# Evaluation

Please complete this short evaluation form regarding the Board Assembly Meetings offered by the Ontario Library Service:

<https://www.surveymonkey.com/r/bafall2022>



**Thank you!**

**[consulting@olservice.ca](mailto:consulting@olservice.ca)**

**Stronger libraries. Stronger communities.**