



# Board Assembly Meeting

November 2021

**Stronger libraries. Stronger communities.**

# Agenda

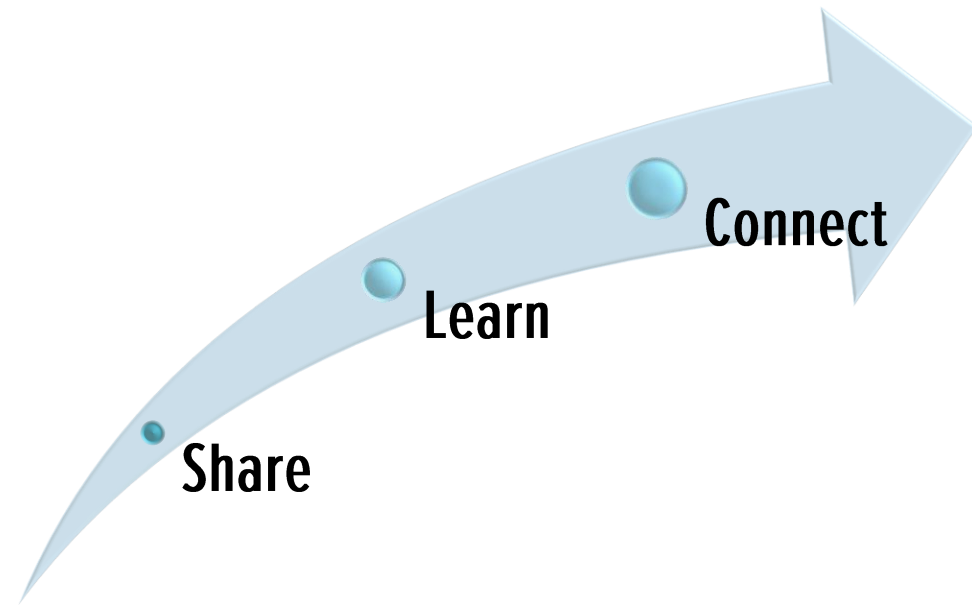
1. Welcome and Introductions
2. Updates from Ontario Library Service and Partners
3. Board Development: Board Self-Evaluation & Assessment
4. Roundtable Discussion
5. Adjournment

# **Ontario Library Service Strategic Plan 2021/22 – 2025/26**

The Ontario Library Service empowers Ontario's public libraries to continuously adapt and improve services to their unique communities.

<https://olservice.ca/about#strategicplan>

# Board Assembly Listserv



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

- Board Assembly members already added
- Other Board Members can join by submitting their name, library name, email address to Dayna Lintner  
[dlintner@olservice.ca](mailto:dlintner@olservice.ca)

# librarygovernance.ca

## INTRODUCING



## The Redesigned Governance Hub

The GovernanceHUB is an online portal for Ontario's public library board members. The GovernanceHUB is your first place to look for information and resources related to your duties as a public library board member.

The GovernanceHUB is managed by the Ontario Library Service, with input from the Ontario Library Boards' Association and the Federation of Ontario Public Libraries.



The Four Year Board Cycle



10 Things to Know



Explore Webinars and Podcasts



Frequently Asked Questions



About the Governance Hub

# Upcoming Board Training

- Webinar: **Board Legacy**
  - Save the date: Tuesday, February 15 from 4-5pm ET / 3-4pm CT
  - Registration will open in mid-January
- Webinar: **Board Succession Planning & Board Appointments**
  - Spring 2022

# Governance HUB Newsletter

**SUBSCRIBE**

E-mail

First Name

Last Name

Newsletters

☐ OLS Newsletter

☐ Training Bulletin

☐ Governance HUB Newsletter

☐ Collective Purchasing

**SUBSCRIBE**

- Stay up to date on governance topics and communication from the OLS
- Subscribe at [www.olservice.ca](http://www.olservice.ca)



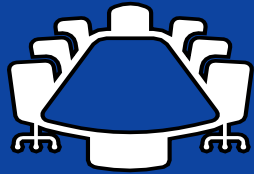
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# Ontario Library Boards' Association (OLBA)



# Participate, Learn, Advocate



Join OLBA Council: 3 year terms

Share and create resources

Discuss issues related to board development

Connect with the broader membership.



Nominations close November 15



∴ ontario library boards' association

# Learn

OLA Super Conference February 1 – 5

- OLBA Trustee Bootcamp February 5.

Virtual participation – encourage your board to participate on their own schedules.

Reduced fee for group registrations.

# Advocate



OLA and FOPL are working with members to develop provincial budget requests:

Enhanced provincial funding to keep public libraries sustainable, especially First Nations libraries.

Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library.



Contact: Caroline Goulding, president OLBA, [cgoulding@dryden.ca](mailto:cgoulding@dryden.ca)  
Shelagh Paterson, executive director, OLA [spaterson@accessola.com](mailto:spaterson@accessola.com)

# A Visit Will Get You Thinking.

Visit Ontario's libraries

# FOPL Updates

## Who We Are

The Federation of Ontario Public Libraries (FOPL) is a non-profit member organization launched in 2005. FOPL provides a single, united voice for public libraries in Ontario to enhance libraries through advocacy, marketing and research.

## We Are Changing

Here are a few key points to highlight our recent changes:

- Strategic Plan: FOPL's Board has revised and relaunched a new Strategic Plan for 2021-2023. To read more, please visit our website; [www.fopl.ca](http://www.fopl.ca)
- Policies and Bylaws: All of FOPL's Policies have been revised and our bylaws have been updated to reflect FOPL's mandate and objectives. New Bylaws will be brought to the 2022 AGM for approval.
- Project Teams and Working Groups: FOPL has created several project teams to undertake various projects. We have also relaunched our working groups to support our current goals and objectives. Members can read more about our Project Teams and Working Groups on the members-only section of our website.
- Website Redesign: Updating the aesthetic and functionality of our website for our members.



# FOPL Updates

## Government Relations

FOPL's main goal is to positively influence legislation and government initiatives that impact Ontario's Public Libraries, including the surrounding global pandemic and its impact periods. We take a **VIP** approach to advocacy: help members demonstrate the **V**alue of libraries, **I**nfluence decision making, and positively **P**osition libraries and their members.

Right now, we are:

- Building relationships with provincial elected officials and ministry staff to influence government policy and practices
- Collaborating with other library associations, organizations and agencies to lobby for public libraries
- Supporting our members' libraries efforts in municipal government advocacy
- Responding to emerging issues and opportunities for advocacy



# FOPL Updates

## Looking Ahead: Leveraging the Current Momentum

The next provincial election set for June 2022 means we are crafting aligning our priorities with each party's platform and meeting with candidates for the best chance of success.

Our current focus is on:

- Supporting our First Nations Public Libraries who are in crisis after the devastating effects of the pandemic
- Creating an Ontario Digital Public Library
- Maintaining funding for the Public Library Operating Grant
- Asking for accountability for school library funding.

Not yet a member? Please contact us for more information.

Dina Stevens, Executive Director

[dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)



# Board Self-Evaluation & Assessment

## What?

- Board assessment is a process for the board to examine how it is enabling the library to achieve its mandate

## Why?

- Board assessments are completed to examine and identify a board's strengths and weaknesses



# Board Self-Evaluation & Assessment

## When?

- 1-2 evaluations during the board term allows for learning from the assessment and improving performance of the board based on the assessment

## Who?

- Group
- Individual
- Include the CEO in the process

# Board Self-Evaluation & Assessment

## Where?

- Policy
- Individually
- Board Meeting

## How?

- Establish a realistic and meaningful process
- Reflect and assess objectively
- Be specific
- Discuss results

# Board Self-Evaluation - Resources

- OLS Individual Board Member Self-Evaluation Tool
- OLS Governance Hub Year 3: Assessing and Planning for the Future
- Ottawa Public Library Board Evaluations and Reviews Policy
- Gravenhurst Public Library Board Self-Evaluation Questionnaire
- Georgina PL Board Self-Evaluation
- London Public Library Board Evaluation Tool
- UFL - Board Self-Evaluation
- What to Evaluate - BoardSource
- Successful Board Self-Assessment - BoardSource

## Board Self-Evaluation & Assessment (Example)

Click on image for downloadable version

### Individual Board Member Self-Evaluation Tool

	Agree	Disagree	What can I do to improve in this area?
I rarely miss a scheduled board meeting.	<input type="checkbox"/>	<input type="checkbox"/>	
I am prepared for all meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
I read all documents and reports prior to voting on issues.	<input type="checkbox"/>	<input type="checkbox"/>	
I respect and support all Board decisions even if I do not agree with those decisions.	<input type="checkbox"/>	<input type="checkbox"/>	
I use my individual abilities and skills to enhance the board's overall performance.	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that I have an obligation to act in the best interests of the library at all time.	<input type="checkbox"/>	<input type="checkbox"/>	
I freely offer my opinions during any deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	
I welcome and consider the opinions and perspectives of others.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to exert individual authority over the CEO or staff.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to represent the board without being authorized to do so.	<input type="checkbox"/>	<input type="checkbox"/>	

# Board Self-Evaluation & Assessment (Example)

Click on image for downloadable version

## Board Self Evaluation Questionnaire

Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **CEO/Chief Librarian**. This questionnaire also includes Section E, which provides feedback to the Chair of the Board.

Circle the response that **best** reflects your opinion. The rating scale for each statement is: *Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

### **A. How Well Has the Board Done Its Job?**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Our organization operates with a strategic plan or a set of measurable goals and priorities.  | 1 | 2 | 3 | 4 | 5 |
| 2. The board's regular meeting agenda items reflects our strategic plan or priorities.   | 1 | 2 | 3 | 4 | 5 |
| 3. The board has created or reviewed, in this period, some key governance job descriptions (e.g board chair, directors and committees. | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to CEO/Chief Librarian on how to achieve the goals by setting, referring to, or revising policies.        | 1 | 2 | 3 | 4 | 5 |
| 5. The board has identified and reviewed the organization's relationship with each of its key stakeholders                             | 1 | 2 | 3 | 4 | 5 |
| 6. The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders             | 1 | 2 | 3 | 4 | 5 |
| 7. The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.   | 1 | 2 | 3 | 4 | 5 |
| 8. _____   | 1 | 2 | 3 | 4 | 5 |

*My overall rating (add together the total of the numbers circled):*

☐ Excellent (30-24) ☐ Satisfactory (23-19) ☐ Poor (18- 6)

# Roundtable Discussion

- You're invited to share issues and concerns related to your library board work and ask questions/seek input and advice from your library board peers.
- This is a great opportunity to learn from others, share best practices, and increase your knowledge within your governance role as an Ontario Public Library Board Member.

**ONTARIO** | **LIBRARY  
SERVICE**

**Thank you!**

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

**Stronger libraries. Stronger communities.**