



Board Assembly Meeting

April 2022

Stronger libraries. Stronger communities.

ONTARIO
LIBRARY
SERVICE | **GOVERNANCE HUB**

Agenda

1. Welcome and Introductions
2. Updates from Ontario Library Service and Partners
3. Board Development: Board Appointments
4. Roundtable Discussion
5. Adjournment

Board Assembly Distribution Group

Learn More:

<https://www.olservice.ca/contact-us#distributiongroups>

To send a message on this list, send an e-mail using:

boardassemblies@olservice.ca

Board Information Sources

The Ontario Library Service has created the Governance HUB at www.librarygovernance.ca

Materials are organized into a four-year cycle of the board:

- Governance Roles & Responsibilities
- Community & Municipal Relations
- Assessing & Planning for the Future
- Legacy & Transition Readiness

Board Information Sources

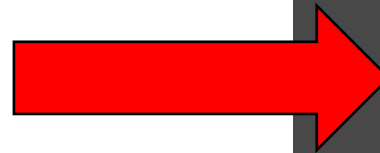
The Governance HUB has podcasts and recorded webinars:

- [Board Transition: Planning Your Board's Legacy](#)
- [The Role of the Board Chair\(14 minutes\)](#)
- [Library Boards: What is Your Data \(Telling You?\)](#)
- [The Public Libraries Act: What You Need to Know](#)
- [Financial Stewardship](#)
- [Governance Fundamentals](#)
- [Governance Best Practices](#)

NEW!

Board Information Sources

- The *Governance HUB Newsletter* is published three times per year
- You can subscribe at www.olservice.ca



SUBSCRIBE

E-mail

First Name

Last Name

Newsletters

☐ OLS Newsletter

☐ Training Bulletin

☐ Governance HUB Newsletter

☐ Collective Purchasing

SUBSCRIBE

Board Training: Upcoming Webinar

Board Transition: Succession Planning for Public Libraries

- Friday, April 29, 2022 - noon to 1pm ET/ 11-noon CT

[Register](#)

Board Reminder: Elections

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.

Board Reminder: Disconnect from Work Policy

- Only those organizations with 25 or more employees are required to have a written policy related to disconnecting from work.
- By June 2, 2022, a policy must be in place
 - A copy of the written policy must be given to each employee within 30 days of preparing the policy or, if an existing written policy is changed, within 30 days of the changes being made.
 - Every new employee must be provided with a copy of the written policy within 30 days of being hired.
- Retain copies of every policy for three years after it is replaced.

[View Sample Policy](#) HR-13 from Ontario Library Service



/ o l a

∴ ontario library association

Ontario Library Boards' Association (OLBA)

Advocate

Ontario is Going to the Polls this June

**The Ontario Provincial Election is
this June 2022.**

Help advocate for libraries!

1

Meet with
Candidates or
Campaign Staff

2

Write or email a
letter / survey to
local Candidates

3

Engage through
social media

4

Ask key questions at
town hall meetings
and all-candidates
debates

/ o l b a

∴ ontario library boards' association

Library Advocacy

The toolkits and election guides for the provincial election can be found here:

Federation of Ontario Public Libraries:

<https://fopl.ca/election-guide/>

Ontario Library Association:

<https://accessola.com/elections-toolkit/>



Contact: S. S. Ahmad, president OLBA, ssahmadolba@gmail.com

Shelagh Paterson, executive director, OLA spaterson@accessola.com

A Visit Will Get You Thinking.

Visit Ontario's libraries

What Is FOPL?

The Federation of Ontario Public Libraries (FOPL) represents Ontario's over 400 public library systems exceeding 1,000 branches in virtually every Ontario community.

FOPL is governed by a 23-member Board made up of representatives from 7 caucuses.

The Board meets every three months to discuss the business of the Federation.

During the pandemic FOPL has met for shorter times, but more often in order to best support our public libraries during the pandemic.

Ontario's Public Libraries, now more than ever before, play a critical role in the social, educational, cultural and economic success of the communities in our province. Public Libraries are an essential investment in the future of our communities and are essential drivers of success in school preparedness, reading readiness, economic and employment success, and social equity.



Our Mandate

FOPL's strategic focus includes Advocacy, Marketing, and Research & Development. These strategic roles are defined below:

01

Advocacy

As ONE VOICE, FOPL ensures issues facing public libraries are presented in a consistent manner benefiting all public libraries across Ontario. FOPL provides various levels of government with a view of public libraries as a united, relevant and integral component for economic and community development worthy of strong and continued support.

02

Marketing

To market and promote the services provided by public libraries in Ontario, to highlight the economic and social value public libraries contribute to the development of our communities, and to strengthen the support of funding bodies and the community at large.

02

Research and Development

Engage in research that provides insight into present and future environments, issues and developments facing public libraries. This reliable data can be used by public libraries as a base for strategic and operational planning and decision making, and to support advocacy efforts and marketing.





Ongoing Projects & Initiatives

1

Ontario is Going to the Polls

The Ontario Provincial Election is a critical opportunity for the library sector to capture the attention of political parties and candidates & secure their support to address the critical gaps that continue to confront Ontario's libraries and the many individuals and families across the province that depend on them. You can help advocate for libraries!

2

Budget Submission

We have had encouraging conversations with the Minister of Finance's office this month. After our initial budget submission in February, we met with the MOF's policy advisor, Eric Gallo-Miscevich, who requested a follow up meeting with FOPL and OLA to further discuss our priorities and budget asks.

3

Municipal Outreach and Education

There is increasing concern in the sector regarding misinformed municipal partners and the potential impacts this may have. As a result, FOPL will focus our efforts in 2022 and 2023 on educating incoming and new municipal councilors. Ensuring that our municipal partners understand the unique role of the Public Libraries Act, the relationship between the Board, CEO and council and the important role libraries play in our communities is the first step to battling a rising trend we are seeing across the province.

What's Upcoming?



Info Sessions

These info sessions will take place annually and include advocacy related topics. The first two sessions are available for registration and are free for all of our library members, their Boards, and staff to attend. The sessions are: Building Partnerships with First Nations Public Libraries and Advocating for Development Charges.

Annual General Meeting

The AGM for FOPL will take place virtually on Friday, June 10th. Members must register for the meeting. The Agenda package and proxy forms are available on our website. Not yet a member? Sign up today!

Advocacy Blogs

Keep up to date via our blogs on the ongoing activities and advocacy efforts of FOPL

Join A Working Group!

Currently, FOPL has 5 active Working Groups and we are always excited to welcome new working members.

- French Translation Working Group / Groupe de travail sur la traduction française
- Government Relations Working Group
- Indigenous Library Partnerships Working Group
- Marketing and Communications Working Group
- Research and Development Working Group

If any of these interest you, contact our Executive Director to join today!



Library Board Appointments

Stronger libraries. Stronger communities.

ONTARIO
LIBRARY
SERVICE | **GOVERNANCE HUB**

Board Appointments

Did you realize that current library board members are almost finished their four-year terms?

Monday, October 24th is the date for the Ontario municipal elections

Library board appointments will follow soon after ...are you ready?

Board Appointments

With respect to appointments to the library board, there are three important issues to be considered:

- Library boards in Ontario do not appoint their own replacements.
- Appointments are made by the municipal or county council.
- Current board members must apply to be re-appointed, the same as other candidates.

[More info](#) from the Ministry of Heritage, Sport, Tourism and Culture Industries:

Questions and Answers for Public Libraries regarding the *Public Libraries Act*

Key points on timing

The term of the library board is the same as the appointing council

The existing library board continues until the new appointments are made.

Library board qualifications

A person:

- is at least eighteen years old;
- is a Canadian citizen or a permanent resident of Canada
- is a resident of the municipality or contracting municipality
- is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities.

Section 10 (1) of the [*Public Libraries Act*](#)

Library Board Composition: Number of Councillors

Lower Tier and Single Tier Municipal Councils (including union boards)

One less than a majority of the board

County Councils

A bare majority of Board Members are councillors

[Public Libraries Act](#)

Board Appointments: Contracting

Under the *PLA*, it is also possible, although not mandatory, for a contracting municipality to have representation on the board of the library with which they have a contract for library service.

[Public Libraries Act](#)

Board Appointments: Contracting

The appointing council must approve all board members. There are two reasons for this step:

1. Individuals appointed to the library board must meet certain qualifications.
2. The council creating the library board and appointing its members is **ultimately responsible** for maintaining the balance between council and community representatives as dictated by Section 10 (2) of the *PLA (see earlier slide on councillors)* and may have to make some adjustments to appointments.

[Public Libraries Act](#)

Governance Hub

Reminder

Board Transition: Succession Planning for Public Libraries

Friday, April 29, 2022 - noon to
1pm ET/ 11-noon CT

[Register](#)

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](#)

ONTARIO | **GOVERNANCE HUB**

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

For a full description of the Board Appointment process, visit the Governance Hub: [Board Transition – Succession Planning](#)

ONTARIO | **LIBRARY
SERVICE**

Roundtable Discussion

Stronger libraries. Stronger communities.

**ONTARIO
LIBRARY
SERVICE** | **GOVERNANCE HUB**

**ONTARIO | LIBRARY
SERVICE**

Thank you!

consulting@olservice.ca

Stronger libraries. Stronger communities.

**ONTARIO
LIBRARY
SERVICE | GOVERNANCE HUB**