



Board Assembly Meeting

Spring 2023

Stronger libraries. Stronger communities.

Agenda

- 1. Welcome and Introductions**
- 2. Updates from Ontario Library Service**
- 3. Updates from Partners**
- 4. Roundtable Discussion**
- 5. Adjournment**

Introductions

Updates from Ontario Library Service

Partnership with the Centre for Addiction and Mental Health (CAMH)

Two workshops using library-centric experiences and scenarios that address identified mental health issues facing library workplaces:

- Managing Mental Health in the Workplace for Leaders Workshop (4 hours)
- Customer Service and De-escalation Training Workshop (2.5 hours)

**Over 500 registrations of Ontario
public library staff members**

Partnership with the Centre for Equitable Library Access (CELA)

Accessibility is a crucial consideration for Ontario's public libraries. CELA is proud to partner with OLS to offer free, enhanced accessibility training for libraries to support Ontarians with print disabilities.

The "CELA Service in Ontario Public Libraries" certificate is open to library staff and volunteers at all service levels, and offered in both English and French. The program provides a comprehensive overview of CELA's services in four one hour-long recordings.

**Over 215 registrations of Ontario
public library staff members**

Training Opportunities for Boards

- [*Governance 101: Library Board Training*](#), at select locations and virtually this Spring. An additional session is scheduled for the Fall.
- Resources on the Governance Hub at librarygovernance.ca
- [LearnHQ.ca](https://learnhq.ca)
- [Training Bulletin](#)

Where do I find all these resources?

www.LibraryGovernance.ca

Governance 101: Library Board Training

Upcoming sessions this Winter and Spring.

Register Today! 



The Four Year Board Cycle



Upcoming Events



10 Things to Know



Explore Webinars and Podcasts



Frequently Asked Questions

The Four Year Board Cycle

The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms. Below you will see the theme and some sample topics for each of the 4 years.

By no means prescriptive, the 4-year cycle is designed to offer boards suggestions for developing a work plan. A balanced work plan should consider the board's education needs as well as the scheduling of tasks to meet the

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You can access the resources by clicking on any one of the Year Boxes below.

Resources to assist with board orientation are part of Year 1 and include suggestions for successfully orienting new board members.



Year 1: Governance Roles & Responsibilities

Legislative Context
Public Library Sector
New Board Orientation

Year 2: Community & Municipal Relations

Board/Council Relationships
Linkage to Municipal facilities
Responding to Changing Needs

Year 3: Assessing & Planning for the future

Performance Measures
Risk Management
Board Succession Planning

Year 4: Board Transition & Succession Planning

Relationships Audit
Municipal Election Campaign
Board Appointments

Year 1: Governance Roles & Responsibilities

The Four Year Board Cycle

Search Words | termes

Search | Rechercher

The Governance HUB

[Introduction to the Governance HUB](#)

[Printable Board Orientation Documents](#)

[Additional Resources](#)

[Legislative Context for Governing Public Libraries](#)

[The Public Library Sector in Ontario](#)

[Primary Board Responsibilities](#)

[The Library Board-CEO Relationship](#)

[Board Meetings & Decision Making](#)

[Governance Principles & Best Practices](#)

[Board Orientation & Ongoing Development](#)

[Glossary of Acronyms and Terms](#)

[Governance HUB homepage](#)

Introduction to the Governance HUB

The Governance HUB is managed by [Ontario Library Service](#), with input from [Ontario Library Boards' Association](#) (OLBA) and the [Federation of Ontario Public Libraries](#) (FOPL). Aimed at public library board members and CEOs, the Governance HUB is a central, coordinated gateway into a varied collection of curated governance tools and resources.

The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms.

Year 1 of the Governance HUB focuses on the roles and responsibilities of a being a public library board member. The content in this guide is intended to direct your board's learning in the first year of its term.

The topics covered in Year 1 are also a great starting point for Board Orientation, as a single training event or covered over several board meetings. Many aspects of this guide can be incorporated into standing education items at monthly board meetings.

In addition to Year 1, which focuses on the core roles and responsibilities of library board members, the Governance HUB also includes information on the following topics:

- [Year 2: Community & Municipal Relations](#)
- [Year 3: Assessing & Planning for the Future](#)
- [Year 4: Board Transition & Succession Planning](#)

Printable Board Orientation Documents

These documents, also found throughout the Year 1 Guide, may be used to form part of an orientation package for newly appointment board members.

10 Things You Need to Know as a New Library Board Member

Understanding Public Library Board Governance in Ontario



Congratulations on being appointed to your local public library board! Over the next four years, you will participate in making many decisions that will shape public library service in your community for years to come.

You may not yet realize the importance or the scope of the role you've taken on, but with each board meeting you attend, you will come away with a better understanding of the library and the work involved in being an active board member. With a keen interest in the community, an open mind, and a willingness to learn, you are on your way to becoming a valuable board member who will contribute to informed decision-making that is in the best interest of the library.

Ontario residents rely on the public library to provide what they need to face the future with the resilience that comes from new knowledge, information, and skills. It is not a stretch to say that your community cannot afford to be without high quality public library service.

Thank you for agreeing to contribute to your community in this important capacity!

Stronger libraries. Stronger communities.

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1 Public library service is free in the Province of Ontario.

The *Public Libraries Act (PLA)* and Regulation 976 specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services, which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.

2 The library board is a governing board that gets its authority from the *Public Libraries Act*.

As appointed by municipal council, the library board is a separate, independent corporation with the legal duty to provide "a comprehensive and efficient public library service that reflects the community's unique needs" (*PLA*, 20a).

3 The library board exercises its authority by making informed decisions that focus on matters of governance.

Governance includes the following areas of responsibility:

- ✓ Employer obligations, as mandated by legislation
- ✓ Policy development and maintenance
- ✓ Financial stewardship
- ✓ Planning strategy and oversight
- ✓ Advocacy

Highlights from the Governance Hub

10 Things You Need to Know as a New Library Board Member

ONTARIO LIBRARY SERVICE | GOVERNANCE HUB

[Website](#)

Highlights from the Governance Hub

**Appointed to the Library Board?
What you need to know as a
municipal councillor.**



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Appointed to the Library Board?

**What you need to
know as a municipal
councillor.**

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ONTARIO LIBRARY SERVICE | **GOVERNANCE HUB**

[Web version](#)

Videos and Podcasts from the Governance Hub

- Recorded Webinars
- Governance 101 training videos
- Original podcast from OLS focused on Governance

[Website](#)

Valuing Ontario Public Libraries Toolkit

[Browse](#) the current Valuing Northern Libraries Toolkit

OLS Virtual Conference: Save the Date



ONTARIO LIBRARY SERVICE VIRTUAL CONFERENCE

For Library Staff

September 27

For Board Members

September 28 (evening)

[Download](#) the Save the Date Invite

Updates from our Provincial 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 and tools.
- Governance - We offer educational and professional development opportunities to Board members such as webinars and online discussions (ONLib Chats.)
- OLBA's newly revised Cut to the Chase, the essential primer for Ontario's Public Library Boards, is available online and for hard-copy purchase.

OLBA: Education, Resources, Engagement.

- ▶ 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 to help engage 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 help Boards meaningfully connect to community.
- ▶ 2024 OLA Super Conference will be January 24 – 27 (in-person and virtual) and includes the Saturday OLBA Trustee Bootcamp Program.
- ▶ Visit the OLBA Council page to find your representative:
<https://accessola.com/olba-council/>
- ▶ We welcome new members! Contact Melissa at: mmacks@accessola.com



∴ ontario library boards' association



Federation of
**ONTARIO
PUBLIC
LIBRARIES**

www.fopl.ca



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

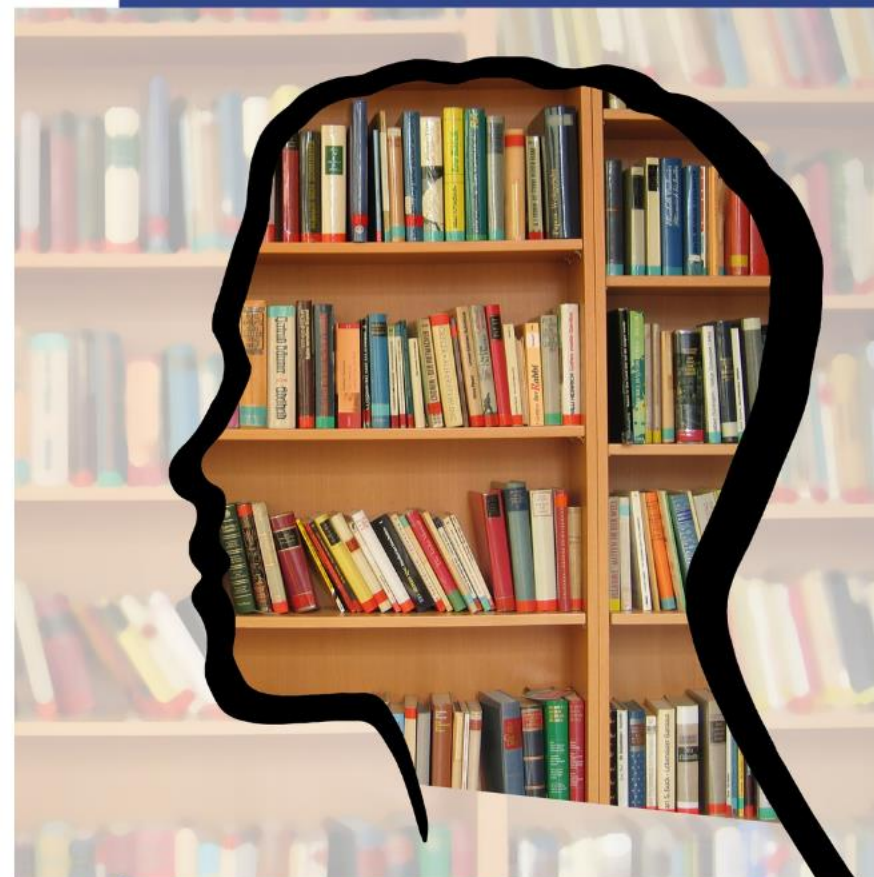
As ONE VOICE, FOPL ensures issues facing public libraries are presented in a consistent manner benefiting all public libraries across Ontario. FOPL provides various levels of government with a view of public libraries as a united, relevant and integral component for economic and community development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





Advocacy Initiatives

1

Provincial Budget Asks

FOPL and OLA put forward a joint Submission for budget requests to the Ministry of Finance earlier this year. We then met with the Ministry of Tourism, Culture and Sport for stakeholder consultations to discuss our provincial sector priorities, knowing that we are looking ahead to the 2024 provincial budget. We look forward to continuing these discussions with the MTCS as they are committed to investigating ways to modernize their investment in public libraries.

2

Municipal Outreach and Education

FOPL is hitting the road and is attending conferences, possibly in your community! You can see us at:

- Rural Ontario Municipal Association Conference (ROMA) in January
- Federation of Northern Ontario Municipalities (FONOM) in May
- Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in June
- Association of Municipalities of Ontario (AMO) in August



THANK YOU

For any questions and concerns, please contact
Dina Stevens, Executive Director
dinastevens@fopl.ca

Roundtable Discussion

Topics Submitted by You

- Supporting and protecting drag storytime programs.
- Resisting censorship: is your book challenge policy up to date? What is the role of the board?
- Meeting room policies.
- Board workplan and library policy best practices.
- Value of accreditation for smaller boards in older buildings.
- Fine-free libraries and how to do it for items like hotspots or snowshoes (i.e. expensive items).
- Non-resident school aged patrons and working with school board to allow classes to borrow from public libraries.
- How to form a friends of the library group. And strategies to get people interesting in forming one.
- Tips for writing grants for library expansion.
- How to forge a collaborative relationship with the municipality. Preparing and getting buy-in for the business plan and budget.

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SERVICE**

Thank you!

Contact: consulting@olservice.ca

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