

Mission Statement: The West Grey Library offers resources and services inclusive for all.

Special Agenda
July 13, 2022, 7pm

1. Call to Order
2. Approval of Agenda

Moved by and seconded by **THAT** the West Grey Library Board approves the agenda.
3. Declaration of Pecuniary Interest or Conflict of Interest
4. Closed Session
 - a. Moved by and seconded by **THAT** West Grey Public Library Board move into closed session to discuss matters personal matters about an identifiable individual and the disposal and or acquisition of land and buildings.
5. Other business
 - a. Board Legacy Document
 - b. Board Succession Planning
 - c. Board Evaluation
 - d. Board Work Plan
 - e. Board Job Description
 - f. Board Application Draft
 - g. Board Brochure Draft
 - h. Board Information Session Poster Draft
6. Open Discussion (15 min)
7. Next Meeting – Wednesday September 14, 2022, 7pm
8. Adjournment



Planning the Transition to a New Library Board

Making appointments at the beginning of each electoral term and filling vacancies is municipal council's responsibility. However, as advocates for the library, the library board can have a significant influence on the shape of the board in the future. Indeed, managing the transition from one board to the next is a key leadership responsibility for Ontario library boards in the second half of their term.

There are two types of work to undertake as you manage the transition from one board to the next one:

1. preparing the legacy documents from the out-going board for the new board
2. recruiting good people and advocating to municipal council for the appointment of qualified people to the board.

Taking the time to develop a board succession plan will help to ensure a smooth transition from old to new board. The chart provides the actions that could make up the plan.

Board Succession Management Plan

Prepare Legacy Documents	
Strategies & Actions	Resources
1. Evaluate the board's progress over the current term and identify pressing governance issues	The library's strategic plan and Public Library Board Legacy Document Template - Appendix 1.

Recruiting Good People	
Strategies & Actions	Resources
1. Adopt Board Succession Management Policy	Trillium Public Library Sample Policy on Board Succession – (Appendix 2)
2. Have a conversation with municipal staff about board composition and the appointment process	Municipal By-laws or written procedures
3. Determine how the board will influence Council in its appointment of the new board	Sample Correspondence from London Public Library Board - Appendix 3
4. Develop a library board member description to highlight qualifications and desired skills	Sample <i>Board Trustee Position Description</i> from London Public Library– Appendix 3
5. Prepare a library board information sheet for reference by potential board applicants	<i>Cut to the Chase</i> - Ontario public library governance at-a-glance (Ontario Library Association)
6. Schedule information session(s) for interested applicants	
7. Post a notice in library to encourage applications for the new term of the library board	
8. Forward board member position description including required skills to municipal staff	Sample <i>Board Trustee Position Description</i> from London Public Library– Appendix 3

#1 - Preparing a Legacy Document

Legacy documents are helpful with both the work of identifying the types of people needed on the board and the work of providing briefing material for the new board. It has been defined as:

a communiqué to the future leadership of the library.

...It provides an opportunity for the outgoing board to review its work over the past term; reflect on triumphs and strengths; and ponder fortunate opportunities and lost changes.

...Probing deeper, the board can contemplate how to overcome limitations and increase success in the future.

Legacy documents can be created in different ways:

- The strategic plan is the most comprehensive legacy document, especially if you have been carefully tracking and reviewing which actions have been completed and which remain outstanding
- A self-assessment of the library using the *Ontario Public Library Guidelines* can provide information on outstanding issues at the library, for example, specific policies which need to be created or revised
- The Board could choose to create a separate Legacy Document to pass along to the next Board. The Board Legacy template provided in **Appendix 1** is one format which could be used to create this type of document.

With this legacy document you will have identified challenges for the library board over the next few years and begin the process of recruiting potential board members for the next term.

#2 - Recruiting Good People

Recruitment strategies must address the major issues facing the library and the community. Progress can only happen if the board renews itself and ensures that members who value the library and the principles for which it stands are appointed to the board.

There are several things you and your library board can do to help the council make good decisions about the appointments to the board.

- a) Define the person you need
- b) Meet with council and municipal staff to discuss your needs
- c) Get the message out to the community about the opportunity to serve on the library board

a) Define the person you need

On one level, the *Public Libraries Act* specifies requirements that must be met before a person can be considered for the library board, for example, that they are at least 18 years of age, a Canadian citizen and a resident.

Beyond these basic requirements, various publications have suggested that an effective library board member have the following qualities:

- concern and pride for the community
- firm connections and affiliations with the community
- conviction that the Public Library is uniquely important to the life of the community
- ability to approach problems and people with an open mind
- courage to resist pressures which interfere with the community's democratic right to library materials and service
- time and energy

John Carver, a noted specialist on board governance, lists five qualifications for board members:

1. commitment to the ownership and the specific mission area
2. propensity to think in terms of systems and context
3. ability and eagerness to deal with values, vision and the long term
4. ability to participate assertively in deliberation
5. willingness to delegate, to allow others to make decisions

The trustee's job is not an easy one

A good potential trustee keeps overall goals in mind. He or she will also have a sense of accountability to the whole community. The person you are looking for will be someone who can be enthusiastic about working towards a vision, who can understand the long-term nature of many of the library's goals and maintain the commitment to move vision to reality without being distracted by issues that are the responsibility of CEO.

He or she must believe that the library is integral to the quality of life in the community. Look for individuals who are equally at home discussing the philosophical aspects of library service in the community as well as the direct benefits that result from the library's programs.

In recruiting new members, boards should beware of potential nominees motivated by personal crusades or issues. Using an appointment on the library board to further such causes or political missions will do the library no good. For instance, a trustee whose personal agenda focuses entirely on a service to one sector of the municipality will likely divert his/her energies and those of other board members away from broader library issues.

b) Meet with the Council and municipal staff to discuss your needs

The recruitment process provides an important opportunity to build a rapport with your municipal or county council.

You can meet with the council to discuss the needs of the library and the qualifications and qualities required for new board members.

You can prepare an information package for council. It might also be helpful to enlist the support of your municipal council representative during the appointments procedure and:

- Share with council the qualities required for new library board members
- Advise the municipal clerk that the library board members and CEO are willing to answer queries from interested citizens.
- Notify those who have expressed interest that applications should be mailed to the town office.
- Encourage councillors who are interested in the library to consider serving on the library board in their options for representation.

Council wants to have a successful library board, so it should welcome assistance from the outgoing board...when recruiting the new trustees. Ian Hunter

c) **Get the message out to the community about the Library Board appointments**

Search for potential trustees - Determining the type of individual you want to sit on your board will lead naturally to suggesting names to fill the vacancies. Identify these individuals and invite them to attend a board meeting as “observers”. Where will you find such people? Many are already sitting on other community boards or are active in various service organizations or clubs. Perhaps they are also library users.

Define the commitment - In seeking potential board members, be sure to provide adequate background information about trustee roles and responsibilities and the time commitment for meetings and other activities. Be specific about the skills you want in new members and fully describe your library’s mission and the principles on which it stands. Once you have collected this information, combine it with other relevant data into an information package for prospective trustees.

Encourage people to apply - Communicate your personal commitment to the library to suitable candidates. Encourage them to make an application.

- Write an item for the local newspaper or newsletter about library board appointments and the work of the trustee.
- Invite potential trustees to an information session at the library or host an information session somewhere in the community

Additional resources

Ontario Library Boards Association (OLBA) has prepared documents to help with the transition from one library board term to the next:

- **Recruiting New Public Library Board Members** –a checklist with steps to take to ensure that new board members are in place for new term – and provides timelines for the required posting of vacancies for library board members
- **Choosing an Effective Public Library Board** – a list outlining what a library board does as well as listing qualities needed in a Library Board member

Appendix 1 - Public Library Board Legacy Document Template

The legacy document provides an opportunity for the outgoing board to review its work over the past term. The board can make recommendations on how to address ongoing challenges. The document can be used as a communiqué to the appointing council and the incoming board.

Library Board Legacy Document	
Our library and its community partners	The Community sees our library as...
	Municipal Council views our library as...
	Other key Community Partners view the library as...
Major governance issues faced during our term	The LIBRARY BOARD faced these major governance issues during this term...
	We were able to accomplish....
	We were NOT able to accomplish...
	We can foresee these opportunities for the incoming board to address issues that remain outstanding...
Our leadership	We believe that our board is a strong community leader because...
	We see that the board could be even strong in its leadership if...
Challenges for the new board	We suggest that these issues are major challenges for the new board to tackle as a priority...
	We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...
Our wishes for the new board's success	

* From "Leadership by Design – Networking with our Peers" (Ontario Library Boards Association – OLBA)

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Appendix 2 – Succession Planning Policy

Trillium Public Library



Policy Type:	Governance	Policy Number:	GOV-10
Policy Title:	Succession Planning	Initial Policy Approval Date:	June 2014
		Last Review/Revision Date:	July 2018
		Year of Next Review:	2022

An effective board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however to assist the council and as advocates for the library, the library board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will collaborate with council on a preliminary selection process.
2. In the third year of the current term, the library board will:
 - a) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
 - b) solicit input from the Chief Executive Officer (CEO)
 - c) match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - d) develop a board member's position description to highlight qualities and desired skills
 - e) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
3. Six months before the end of the current term, the library board will:
 - a) solicit input identify suitable candidates and solicit their willingness to serve
 - b) inform the potential candidates of the imminent appointment process
 - c) meet with council to discuss needs of the library and provide the council with a list of recommended candidates
4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
 - a) information on the library's vision, mission and values
 - b) information on the role, structure, code of conduct and function of the library board
 - c) an introduction to the **Public Libraries Act**
 - d) a tour of the library
 - e) a copy of the current planning document

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44

Appendix 3 - London Public Library - Documentation regarding Library Board Trustee Appointments

Note: In this appendix, we have included the documentation used by the London Public Library related to the board transition period. You will find:

- a cover sheet from the CEO to the members of the current Library Board (dated 2008)
- a letter to the City Clerk, which was signed by the Board Chair (dated 2008) and
- a Library Board Trustee Position description (dated 2017)



REPORT TO THE LIBRARY BOARD

MEETING DATE: September 17, 2008

Session:	Public Session
Subject:	Library Board Trustee Position Description
Prepared By:	Susanna Hubbard Krimmer
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Receipt and Information Only <input checked="" type="checkbox"/>

Recommendation:

It is recommended that this report be received.

Issue/Opportunity

The attached is information that was provided to the City of London to provide background information to individuals interested in applying for the trustee vacancy on the London Public Library Board, City staff in answering questions and Controllers and Councillors in making an appointment.

It is also on the Library's website.

Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments
(continued)

August 28, 2008

Mr. Kevin Bain
City Clerk
The Corporation of the City of London
300 Dufferin Avenue
London, Ontario N6B 1Z2
519-661-2500 x4937

Dear Mr. Bain:

This letter is written related to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board. Thank you for initiating the steps required to give public notice of the vacancy and to hold office of Trustee, London Public Library Board. We were pleased to see that the process has been expedited.

In order to assist in this matter, the Library Board has prepared a document that can be used to provide information to individuals interested in applying for the vacancy; you and your staff in answering questions from interested people and in reviewing applications; and the Controllers and Councillors in making an appointment. Please find this document attached.

The document includes a section on core competencies and qualifications designed to support the selection and appointment of an individual who can make a difference in our community by being an effective London Public Library Board Trustee. The essential core competencies and qualifications are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

We have also provided highly desirable qualifications, based on status of the **London Public Library Strategic Plan: Imagine!** and the current/emerging economic environment. The Library requires a well connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Experience in the area of fund development would be an asset given that this will be a significant strategic emphasis for the Library Board the next few years.

Again, please accept our thanks for all of your attention to this matter. Please do not hesitate to contact me should you require further information.

Sincerely,

Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments
(continued)



London Public Library Board Trustee Position Description
June 5, 2017

Library Purpose Statement

London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its Purpose and community and corporate values.

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-today delivery of public service and daily operations of the library; and

Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments (continued)

The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

London Public Library Trustees

Values

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the London Public Library policies, which state that London Public Library believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, London Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments (continued)

The person appointed to the Library Board must be

- A Canadian citizen;
- At least 18 years old;
- A resident of London; and
- Not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

The essential core competencies and qualifications for a London Public Library Trustee are:

- Passion for building a better community and a commitment to the purpose and values of the Library;
- Leadership qualities and experience;
- Financial literacy;
- Commitment to holding themselves and others accountable;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy to devote to the work of the Board.

Time Commitment

The Library Board holds 10 regular monthly meetings a year: January – June and September – December inclusive. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

On occasion, Board members are also to participate in public participation meetings designed to seek public input on key library matters.

Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.

Board members are expected to represent the Library on committees such as the Historic Sites Committee of the Board, Friends of the London Public Library, the Ontario Library Boards' Association, Southern Ontario Library Service, etc. Time commitments vary according to the committee.

Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments
(continued)

Board members may also elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

Library Board Members are not compensated for time required to participate in the above activities.

Additional Information

About London Public Library and about the Library Board (e.g. policies, reports, meeting agendas and minutes:

<http://www.londonpubliclibrary.ca/>

About the roles and accountabilities of Public Library Boards and Trustees:

Ontario Library Boards' Association (OLBA), Leadership by Design

<http://learnhq.ca/elm/One.aspx?objectId=4535685&contextId=3122765&catalogId=3125109&categoryId=4535677>

OLBA 2007 publication Cut to the Chase, Ontario public library governance at-a-glance)

[http://accessola.com/olba/pdf/cut to the chase.pdf](http://accessola.com/olba/pdf/cut%20to%20the%20chase.pdf)



Board Self-Evaluation Questionnaire

A tool for improving the Governance Practices

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?

Our organization operates with a strategic plan or a set of measurable goals and priorities.

1 2 3 4 5

The board's regular meeting agenda items reflects our strategic plan or priorities.

1 2 3 4 5

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

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

The board has identified and reviewed the organization's relationship with each of its key stakeholders.

1 2 3 4 5

The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.

1 2 3 4 5

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

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

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

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).

B. How Well Has the Board Conducted Itself?

As board members we are aware of what is expected of us.

1 2 3 4 5

The agenda of the board meetings are well planned so that we are able to get through all necessary board business.

1 2 3 4 5

It seems like most board members come to meetings prepared.

1 2 3 4 5

We receive written reports to the board in advance of our meetings.

1 2 3 4 5

All board members participate in important board discussions.

1 2 3 4 5

We do a good job encouraging and dealing with different points of view.

1 2 3 4 5

We all support the decisions we make.

1 2 3 4 5

The board assesses its composition and strengths in advance of recruiting new board members.

1 2 3 4 5

The board assumes all the responsibility for CEO/Chief Librarian recruitment and orientation.

1 2 3 4 5

The board members have some interaction with external stakeholders at board meetings or between meetings.

1 2 3 4 5

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

Excellent (50-40) Satisfactory (39-25) Poor (24-10)

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).

C. Board's Relationship with CEO/Chief Librarian

There is a clear understanding on most matters where the board's role ends, and the CEO's begins.

1 2 3 4 5

There is a good two-way communication between the board and the CEO.

1 2 3 4 5

The board trusts the judgement of the CEO.

1 2 3 4 5

The board provides direction to the CEO by setting and reviewing policies.

1 2 3 4 5

The board has discussed and communicated the kinds of information and level of detail it requires from the CEO.

1 2 3 4 5

The board has developed formal criteria and a process for evaluating the CEO.

1 2 3 4 5

The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.

1 2 3 4 5

The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.

1 2 3 4 5

The board provides feedback and shows its appreciation to the CEO on a regular basis.

1 2 3 4 5

The board ensures that the CEO is able to take advantage of professional development opportunities.

1 2 3 4 5

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

Excellent (40+) Satisfactory (39-25) Poor (24-10)

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).

D. My Performance as an Individual Board Member (Don't Share)

I am aware of what is expected of me as a board member.

1 2 3 4 5

I have a good record of meeting attendance.

1 2 3 4 5

I read the minutes, reports, and other materials in advance of our board meetings.

1 2 3 4 5

I am familiar with what is in the organization's procedural by-law and governing policies.

1 2 3 4 5

I am a good listener at board meetings.

1 2 3 4 5

I maintain the confidentiality of all board decisions.

1 2 3 4 5

When I have a different opinion than the majority, I raise it.

1 2 3 4 5

I support board decisions once they are made even if I do not agree with them.

1 2 3 4 5

I promote the work of our organization in the community whenever I have a chance to do so.

1 2 3 4 5

I stay informed about issues relevant to our mission and bring information to the attention of the board.

1 2 3 4 5

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

Excellent (40+) Satisfactory (39-25) Poor (24-10)

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).

E. Feedback to the Chair of the Board

The chair is well prepared for board meetings.

1 2 3 4 5

The chair helps the board stick to the agenda.

1 2 3 4 5

The chair tries hard to ensure that every board member has an opportunity to be heard.

1 2 3 4 5

The chair is skilled at managing different points of view.

1 2 3 4 5

The chair has demonstrated versatility in facilitating board discussions.

1 2 3 4 5

The chair knows how to be direct with an individual board member when their behaviour needs to be change.

1 2 3 4 5

The chair helps the board work well together.

1 2 3 4 5

The chair demonstrates good listening skills.

1 2 3 4 5

The board supports the chair.

1 2 3 4 5

The chair is effective in delegating responsibility amongst board members.

1 2 3 4 5

The chair ensures the board is aware of his/her organizational activities outside of board meetings.

1 2 3 4 5

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

Excellent (40+) Satisfactory (39-25) Poor (24-10)

Board Work Plan

5d

Month	Task & Description	Action Steps	Accountability
January			
	Election of Officers - First meeting of the new Board		
	Board introduction		Board
	Committee Appointments		
	OLA Super Conference	CEO	CEO
	Possible budget meetings		
	Board training		
February			
	OLA Conference reports		Attendees
	Board Training		
	Family Day event	Board volunteers	
March			
	Board Training		
April			
	CEO to provide personal review to Board		CEO
May			
	CEO Performance Review	Board to conduct CEO evaluation and make motion	Board
June			
	CEO performance review	Chair/Vice Chair to meet with CEO Evaluation; Letter to be sent to CAO	Board
	Herb Fair	Board volunteers	
	Touch a Truck	Board volunteers	
	Capital wish list; budget ideas		Board
July	Usually no meetings		
August	Usually no meetings		
September			
	Durham Fall Fair	Board volunteers	
	Start budget preparations		
	Neustadt Fall Fair	Board volunteers	
October			
	Budget for board approval		CEO
November			
	Possible budget meetings		
	Who is going to OLA conference?	Interested members - watch for program, what can we afford	CEO/Board
December			



Position Title: West Grey Library Board
Positions Supervised: Chief Librarian/CEO
Last Revision Date: November 16, 2018

Position Summary

Duties and Responsibilities

Legal Reference: Public Libraries Act, R.S.O. 1990

The *Public Libraries Act* provides for the provision of library services within municipalities. The West Grey Public Library Board is appointed by the Municipality of West Grey every four years, and is governing board responsible for libraries within its jurisdiction, and for the delivery and quality of library programs and services. Legal accountability for board decisions applies to the Board is a corporate entity rather than to individual members. Through policy the Board delegates administrative authority and responsibility to the chief executive officer (CEO), subject to the provisions and restrictions of the *Public Library Act and Regulations*.

The major areas of responsibility for members of the West Grey Public Library Board are:

1.0 Accountability to Patrons and for Provision of Excellent Library Services

- 1.1 Promote a culture that supports excellent library services.
- 1.2 Make decisions that reflect the West Grey Public Library Board's mission and values.

2.0 Accountability

- 2.1 Act in accordance with the *Public Libraries Act*, Regulations and other statutory requirements.
- 2.2 Perform the function of a member of the West Grey Public Library Board as required by provincial legislation, municipal policies and board policy.
- 2.3 Provide advice to the Municipality of West Grey regarding implications of Municipality decisions that impact the Library.

3.0 Accountability to the Community

- 3.1 Make decisions that reflect the Municipality of West Grey Public Library Board's mission, values and strategic plan.
- 3.2 Establish processes that provide the community with opportunities for input.
- 3.3 Ensure communications between the West Grey Public Library Board, the Municipality of West Grey Council and partners of the West Grey Public Library.
- 3.4 Model a culture that reflects the Board Member's Code of Conduct (BL-07)

4.0 Policy Development, Implementation and Review

- 4.1 Develop policies that outline how the West Grey Public Library Board will successfully function.
- 4.2 Approve policy statements that meet the criteria identified by the West Grey Public Library Board.
- 4.3 Regularly review policies to ensure that they reflect the desired impact and/or purpose.

5.0 Board/Chief Executive Officer Relations

- 5.1 Select the chief executive officer.
- 5.2 Provide the chief executive officer with a clear job description and corporate direction.
- 5.3 Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the *Public Libraries Act*, Regulations and other statutory requirements.
- 5.4 Evaluate the chief executive officer in the first year of service and annually thereafter.
- 5.5 Use the chief executive's job description and the successful implementation of the strategic plan as the basis for the evaluation.
- 5.6 Provide the chief executive officer with an opportunity to meet alone with the Board in closed session at the CEO's request.
- 5.7 Promote a positive working relationship with the chief executive officer.

6.0 Board Development

- 6.1 Annually review the West Grey Public Library Board's effectiveness and performance.
- 6.2 Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) role, b) processes and c) issues.
- 6.3 Use the expertise of the chief executive officer and other organizations to help develop and support the board members' development plan.

7.0 Planning

- 7.1 Establish the mission and values.
- 7.2 Annually approve the strategic plan and post same on website.
- 7.3 Annually use the strategic plan to drive the budget process.
- 7.4 Annually evaluate the effectiveness of the West Grey Public Library Board in relation to the mission and values of the Library.
- 7.5 Monitor the effectiveness of library services.

8.0 Fiscal Responsibility

- 8.1 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results
- 8.2 Monitor the financial status of the Library based on reports from the CEO, as directed.

9.0 Political Advocacy and Communication

- 9.1 Annually develop a plan for West Grey Public Library Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2 Ensure that advocacy includes communication with the Municipality of West Grey Council and other applicable government organizations to identify, discuss and find solutions to issues facing the Library.

10.0 Recognition

- 10.1** Ensure that the West Grey Public Library Board develops mechanisms to recognize community members and volunteers.



West Grey Public Library Board Application Form

Please consider the following an application to serve a term on the West Grey Public Library Board. The term is four years (Dec. 2018 – Nov. 2022), with meetings held once a month for 10 months with no meetings in July or August (unless on committees).

Full Name: _____

Address: _____

Telephone: _____ Email: _____

1. The Public Libraries Act sets requirements of Library Board trustees. As per the Act, please indicate whether you are (please circle your responses):

- a) At least 18 years old; Yes No
- b) A Canadian Citizen; Yes No
- c) A resident of West Grey Yes No

2. Are you a Library member? Yes No

3. Please tell us why you are interested in serving on the West Grey Public Library Board.

4. Have you ever served as a Library Board trustee for West Grey or for another community?

Yes No

(If "yes" please provide the details regarding the location, dates and Board accomplishments during your term of membership)

5. The following is a list of specific skills/knowledge that are considered to be assets (although not requirements) for Library Board membership. Please indicate your level of knowledge/familiarity with each:

	Extensive	Some	None
Knowledge/experience with Policy Governance			
Knowledge and experience in Strategic Planning			
Knowledge and experience in Marketing			
Knowledge and experience in Human Resource Management			
Accounting knowledge and experience			
Knowledge of parliamentary procedure and skill in chairing meetings			
Knowledge and experience in Fundraising			
Knowledge of public boards/municipal boards			
Problem solving skills			

6. Please list any other committees or boards, including the dates of service, on which you previously served in West Grey or in other communities:

Signature:

Dated:

Notes:

1. Applications are to be returned to the West Grey Library
2. Deadline for applications is November 30, 2018
3. Questions regarding the application form or the responsibilities of the West Grey Public Library Board may be directed to Kim Storz, CEO, West Grey Public Library (519-369-2107) or kim@westgreylibrary.com
4. You may wish to attach a personal resume to accompany the application form.
5. Please note that the names of successful applicants will be released as public information.

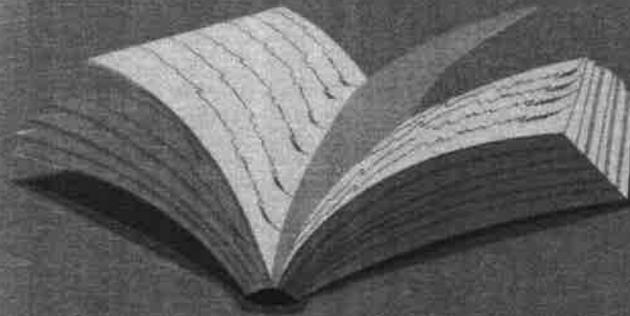
How is the West Grey Library Funded?

The majority of the operating budget for the West Grey Public Library (as with other Public Libraries across Ontario) comes from the municipal government. The Library also applies for Provincial Operating Grants and other grant applications as available and applicable. Public Libraries are service oriented, yet are not money generating as stipulated by the Public Libraries Act. The Board has a responsibility to support the budgeting process, make presentations and requests to council, and the lead role in fundraising supports to the Library.

What Time Commitments are Required as a Board Member?

Board members attend regular meetings each month and participate in advocacy events. Board members should expect to commit up to 5 hours per month. Time commitments can vary monthly depending on the workloads of various committees and upcoming projects.

The West Grey Library Board does not meet during July and August.



What is a Library Board?

All Public Libraries in Ontario are governed by the Public Libraries Act (PLA). The act spells out the responsibilities and requirements of both the Library and its Board. The Board is responsible for determining the purpose via strategic planning for the Library and ensuring that it achieves these goals.

Contact Us

519-369-2107
453 Garafraxa St., S., Durham, ON, N0G 1R0
info@westgreylibrary.com
www.westgreylibrary.com

Learn More About

West Grey PUBLIC LIBRARY Board



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Make a Difference in Your Community!

Are you a passionate individual who cares about library services in your community?

Are you:

- interested in making a positive difference in your community
- enthusiastic about working with other board members, the library CEO, and library staff
- able to attend monthly board meetings and committee meetings
- familiar with or interested in learning about library services
- imaginative and creative
- willing to learn

Additional Skills:

- finance/legal
- previous board experience

How Do I Apply?

The Municipality will give notice for applications to the Library Board.

Applications will be available at the Municipal Office and Library branches.

The new Municipal Council will appoint Library Board members at the first regular meeting of Council.

What Does the Library Board Do?

The Board is responsible for determining the purpose via strategic planning for the Library and ensuring that it achieves these goals. It must define new directions in response to changing environmental conditions and broadly draft a course of action to be undertaken by staff to meet the needs of the community. Tasks include:

- Provide strategic **direction and governance** of the West Grey Library
- Act as an **advocate** for the Library in the community and with Municipal Council
- Provide support in **policy development**
- Support **fundraising efforts**
- Attend **Library events** & provide **volunteer** support
- Evaluate the **strategic direction** of the Library & adjust as necessary
- Evaluate their own **effectiveness** & adjust as necessary

Library Board Members Must Be:

- At least 18 years old.
- A Canadian citizen or a permanent resident of Canada.
- A resident of the Municipality of West Grey.
- Not employed by the Municipality of West Grey or the West Grey Library.

Do Library Board Members Have a Say in the Day to Day Operations?

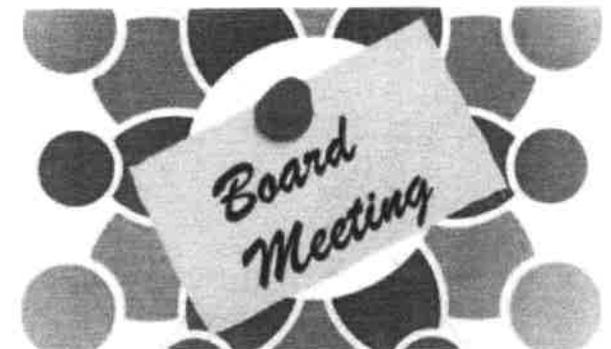
The Board must ensure that the Library engages the best possible staff. This requires the Board to put in place a CEO who is capable of managing the daily operations as well as developing and implementing a comprehensive framework for the Library.

When Does the Board Meet?

Currently, the West Grey Library Board meets on the second Wednesday of the month at 7pm. These meetings may be held in-person, via Zoom or in a hybrid format. Board sub-committees meet at various times.

How Long is a Board Term?

The Board term is four (4) years, beginning as soon as the newly elected Municipal Council appoints a new Library Board and runs concurrently with the term of Council.



Interested in Supporting the Library?

Board Members Wanted

The West Grey Public Library will be advertising for Library Board Members for the next Board Term.
An information session will be held on September 21st, 2022 at 6pm
Contact board@westgreylibrary.com

