Milton Public Library
Be Inspired

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| Policy Type: | **Governance** | Policy Number: | **GOV - 01** |
| Policy Title: | **Board Orientation and Training** | Policy Approval Date: | **June 2013** |
| | | Policy Review Date: | **May 2026** |

## 1. Board Orientation

### 1.1 Purpose

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board.

### 1.2 Scope

1.2.1 Board members shall be given a thorough orientation within four months of their appointment to the board.

1.2.2 The CEO and Board Chair shall be responsible for developing an agenda to provide an orientation which shall include, but not limited to:

a) information on the library's vision, mission and values
b) an overview of the ***Public Libraries Act***, R.S.O. 1990, c. P44
c) an overview of the board bylaws and governance policies
d) a discussion on the role, structure, code of conduct and function of the board
e) a schedule of governance training topics of the year
f) branch tours and an introduction to staff members and services
g) an overview of all library related organizations including but not limited to the Provincial Ministry overseeing libraries, Ontario Library Association (OLA), Federation of Ontario Public Libraries (FOPL) and Canadian Urban Libraries Council (CULC).

1.2.3 Each board member will receive:

a) access to Sharepoint site for all Board Materials
b) a comprehensive Board Handbook (online) with expectations, policies, procedures, and sector resources
c) the library's current planning documents
d) a copy and overview of the annual Work Plan and the current budget
e) an application for library membership
f) a copy of 'Cut to the Chase: Ontario Public Library Governance at a Glance.'

## 2. Board Training

### 2.1 Purpose

Board members must have sufficient knowledge of provincial library board governance matters. Through ongoing training, Board members can understand their remit whilst also ensuring access to detailed information governance and policy matters is readily available

### 2.2 Scope

To ensure ongoing education, the Board will:

a) Schedule time for Board training;
b) Maintain memberships in the Ontario Library Association and the Ontario Library Boards' Association;
c) Assign a representative who will attend the Ontario Library Service Board Assembly meetings and report back to the library board;
d) Fund at least two Board members to attend a relevant conference (e.g. Ontario Library Association Super Conference) annually.

In the first year of its term, the Board will review and discuss the content, in its entirety, of the Board Orientation portal. A schedule of governance training topics including branch tours will be shared in the first Board meeting of the term. Training topics will include financial oversight, risk management and library trends.

https://miltonlibrary.sharepoint.com/sites/BoardPortal?e=1%3A73553fed76dc4aafbdc165072fad5d1e

The CEO will provide ongoing information on training and networking opportunities, offered by various organizations in Ontario, as they are made available. While the cost of any training will be covered by MPL, all such costs must be approved by the Board before being undertaken. Board members are to provide a report on their participation in any training undertaken, at the next scheduled Board meeting, following the training and Board members are particularly encouraged to participate in training opportunities that include, but are not limited to:

a) effective governance
b) planning
c) advocacy
d) funding development
e) decision making

**Related Documents:**

Ontario Library Service – Governance Portal https://librarygovernance.ca/