

Madawaska Valley Public Library Policy Manual

Policy Type: Governance

Policy Number: GOV-02

Policy Title: Board Orientation

Initial Approval Date: June 2012

Last Review/Revision Date: 2016

Review Date: 2020

Objective

To set out the requirements for the orientation of the Township of Madawaska Valley Public Library Board (the Board).

Scope

The orientation of new members, and a refresher for returning members, is necessary for there to be a common and shared understanding of the authority and role of the Board.

1. Board members shall be given a thorough orientation within two months of their appointment to the Board.
2. The Chief Executive Officer (CEO) and the Board Chairman shall be responsible for developing an agenda to provide an orientation which shall include, but not be 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's bylaws and governance policies
 - d) A discussion on the purpose, structure, code of conduct, and function of the Board
 - e) A tour of the library and an introduction to staff members and services, as required.
3. Each Board member will receive:
 - a) The current Madawaska Valley Public Library policy manual
 - b) The library's current planning document
 - c) A copy and overview of the annual operating plan and the current budget
 - d) An application for library membership, if required
 - e) *Public Libraries Act* R.S.O. 1990, c. P44
 - f) A copy of the **Library Board Orientation Kit** (Southern Ontario Library Service) or equivalent
 - g) A copy of **Cut to the Chase: Ontario Public Library Governance at a Glance** (Ontario Library Boards' Association) or equivalent.
4. Board members will receive training on the accessibility standards set out in the Regulations of the Accessibility for Ontarians with Disability Act, including training on the Human Rights Code as it pertains to persons with disabilities, if available.

Related Documents:

Accessibility Standards for Customer Service, Ontario Regulation 429/07

Integrated Accessibility Standards, Ontario Regulation 191/11

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

Policy Number GOV-10 Board Training

Southern Ontario Library Service: **Library Board Orientation Kit** (current edition or equivalent)

Ontario Library Boards' Association: **Cut to the Chase: Ontario Public Library Governance at a Glance** (current edition or equivalent)