



CASSELMAN PUBLIC LIBRARY



764, BRÉBEUF St., P.O. Box 340
CASSELMAN, ON
K0A 1M0
Tel : 613-764-5505 Fax : 613-764-5507

Policy Type:	Governance	Policy Number:	GOV-02
Policy Title:	Board Orientation	Initial Policy Approval Date:	June 22nd, 2017
		Last Review/Revision Date:	November 22 nd , 2021
		Year of Next Review:	November 22 nd , 2026

The orientation of new members is necessary in order to attain a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the library board.
2. The Chief Executive Officer (CEO) and the board chair 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. P.44
 - c) An overview of the board bylaws and governance policies
 - d) A discussion on the purpose, structure, code of conduct and function of the library board
 - e) A tour of the library and an introduction to employees and services
3. Each board member will receive :
 - a) The current **Casseleman 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
 - e) **Public Libraries Act** R.S.O. 1990
 - f) A copy of the **Library Board Orientation Kit** (Southern Ontario Library Service)
 - g) A copy of **Cut to the Chase : Ontario Public Library Governance at a Glance** (Ontario Library Boards' Association).

4. Board members will receive training on the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act (2005)*, including training on the Human Rights Code as it pertains to persons with disabilities.

Related Documents:

Casselman Public Library. *Gov 10 – Board Training*

Ontario Library Boards' Association. *Cut to the Chase : Ontario Public Library Governance at a Glance*. (2012)

Ontario Regulation 191/11, *Integrated Accessibility Standards*

Ontario Regulation 429/07, *Accessibility Standards for Customer Service*

Southern Ontario Library Service. *Library Board Orientation Kit*. (2014)