 **CASSELMAN PUBLIC LIBRARY **

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**CASSELMAN, ON**

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

**NOTE TO THE BOARD MEMBERS :  
FOR YOUR INFORMATION, BY-LAWS IN THE ‘GOV’ SECTION ARE SUBMITTED FOR YOUR UPDATE AND/OR APPROVAL.**  
**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 :**
3. Information on the library’s vision, mission and values
4. An overview of the ***Public Libraries Act,*** R.S.O. 1990, c. P***.***44
5. An overview of the board bylaws and governance policies
6. A discussion on the purpose, structure, code of conduct and function of the library board
7. A tour of the library and an introduction to employees and services

**3. Each board member will receive :**

1. The current **Casselman Public Library Policy Manual**
2. The library’s current planning document
3. A copy and overview of the annual operating plan and the current budget
4. An application for library membership
5. **Public Libraries Act** R.S.O. 1990
6. A copy of the **Library Board Orientation Kit** (Southern Ontario Library Service)
7. 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. (2*012)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)