

LIBRARY BOARD

LB 110 SUCCESSION PLANNING

Originating Document – LB-43-2010- June 23, 2010

Effective Date –

Last Modified –

1. Principle

An effective board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and to lead the Library in the realization of its vision. This policy sets out the requirements for recruiting board members and planning board succession.

2. Policy

The Board recognizes that the *Public Libraries Act*, RSO 1990 c. P44 10(4) requires that the council appoint library board members. To support the appointment process, the Board will collaborate on a preliminary selection process.

3. Procedure

- 3.1 Begin the search for potential successors, six months prior to the end of the current term.
- 3.2 Undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan.
- 3.3 Solicit input from the Chief Executive Officer (CEO).
- 3.4 Match the Board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled.
- 3.5 Establish the selection criteria for appointing of board members.

- 3.6 Identify suitable candidates and solicit their willingness to serve.
- 3.7 Inform the potential candidates of the imminent appointment process.
- 3.8 Provide the council with a list of recommended candidates.
- 3.9 Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
 - 3.9.1 Information on the library's vision, mission and values.
 - 3.9.2 Information on the role, structure, code of conduct and function of the Board.
 - 3.9.3 An introduction to the **Public Libraries Act**.
 - 3.9.4 An introduction to the bylaws and governance policies.
 - 3.9.5 A tour of the library(s).
 - 3.9.6 A copy of the current planning document.

Board Notes: from June 23, 2010, Meeting

- "will provide selection criteria to assist council"
- "seek out candidates"
- reword – soften – canvassing / soliciting
- deferred until September BM

3.8 – NO LIST

3.6, 3.7, 3.8 – remove or reword

Succession Planning

- doing more then before – confirm that PEC agrees with this – discuss with the clerk

Ensure that Victoria (Clerk) has our selection criteria in the advertisement for the Board Member position

Note – New Municipal Term starts – December 1, 2010