

Topic: Library Board By-laws

1.8 Orientation and Training of New Board Members

Board Motion Number:	21.055
Date of Original Board Motion Number:	October 22, 2007
Date of Current Issue:	May 25, 2021
Date of Next Review:	2023

Signature of Board Chairperson (and Date):

All new Board members must receive appropriate orientation and training at the beginning of the term to which they have been appointed.

1. A tour of the Library is appropriate.
2. The Secretary shall ensure that all new Board members, before the first Board meeting, have an opportunity to review the Policies and Procedures Manual. The Board member may obtain copies of any by-laws or policy and procedure statements, as desired. The Secretary will particularly highlight and discuss the following items in the Manual:
 - a. by-laws for the Board
 - b. policies and procedures
 - c. specific requirements for position of Board member
3. Each new Board member will be provided with the link to the Governance Hub developed and maintained by the Ontario Library Service.
4. Each new Board member must complete the AODA Customer Service Training Module found at Access Forward <http://accessforward.ca>, print their certificate and submit it to the CEO/Librarian.
5. In addition, the Secretary will ensure the following information, if not already provided, is available for each new Trustee:
 - a. library profile (e.g. services, resources and funding)
 - b. library promotional materials including any brochures and social media accounts
 - c. strategic plan and mission statement
 - d. the Board's last annual report
 - e. package of materials from the previous meeting (minutes, reports, current budget, latest audited financial statement, etc.)

- f. an application for Library membership (if the Board member is not already a Library member)
- g. names, contact details, and brief profiles of other Board members
- h. Public Libraries Act and other regulations and guidelines