



Board Transition

Succession Planning for Public Libraries

Stronger libraries. Stronger communities.

Session Outline

1. Context setting
2. Board succession as process
3. Local approaches
4. Resources
5. Q+A

But first, some context

Good governance in board succession means that...

- transition to the new board is smooth
- municipality has the information needed to appoint good people
- orientation for new board members is seen by the board as a renewal

Recap: Board Transition - Legacy Documents

Board legacy

=

**What remains once the four-year board
term has come to an end**

(e.g. information, documents, framework)



Board Succession: The Process

Board Appointments

Process outlined in the *Public Libraries Act*.

The current Library Board remains an active board until the new Library Board is appointed

Library boards in Ontario do not appoint their own replacements.

Library board appointments are made by municipal council

Board Appointments

Process outlined in the *Public Libraries Act*.

Term is the (mostly) same
term as the appointing
council

Reappointments are
allowed

Current members
reapplying must be
reappointed, same as
other candidates

Board Appointments

Process outlined in the *Public Libraries Act*.

Appointments must be
made at the first meeting
of Council or within 60
days

Notice of vacancies must
be advertised

Board Appointments: Managing the Succession

Legacy Documents Outgoing Board's Role in Recruitment

Recruiting the Right People

Define the person you need

- What skills are you looking for?
- What experiences are you looking for?

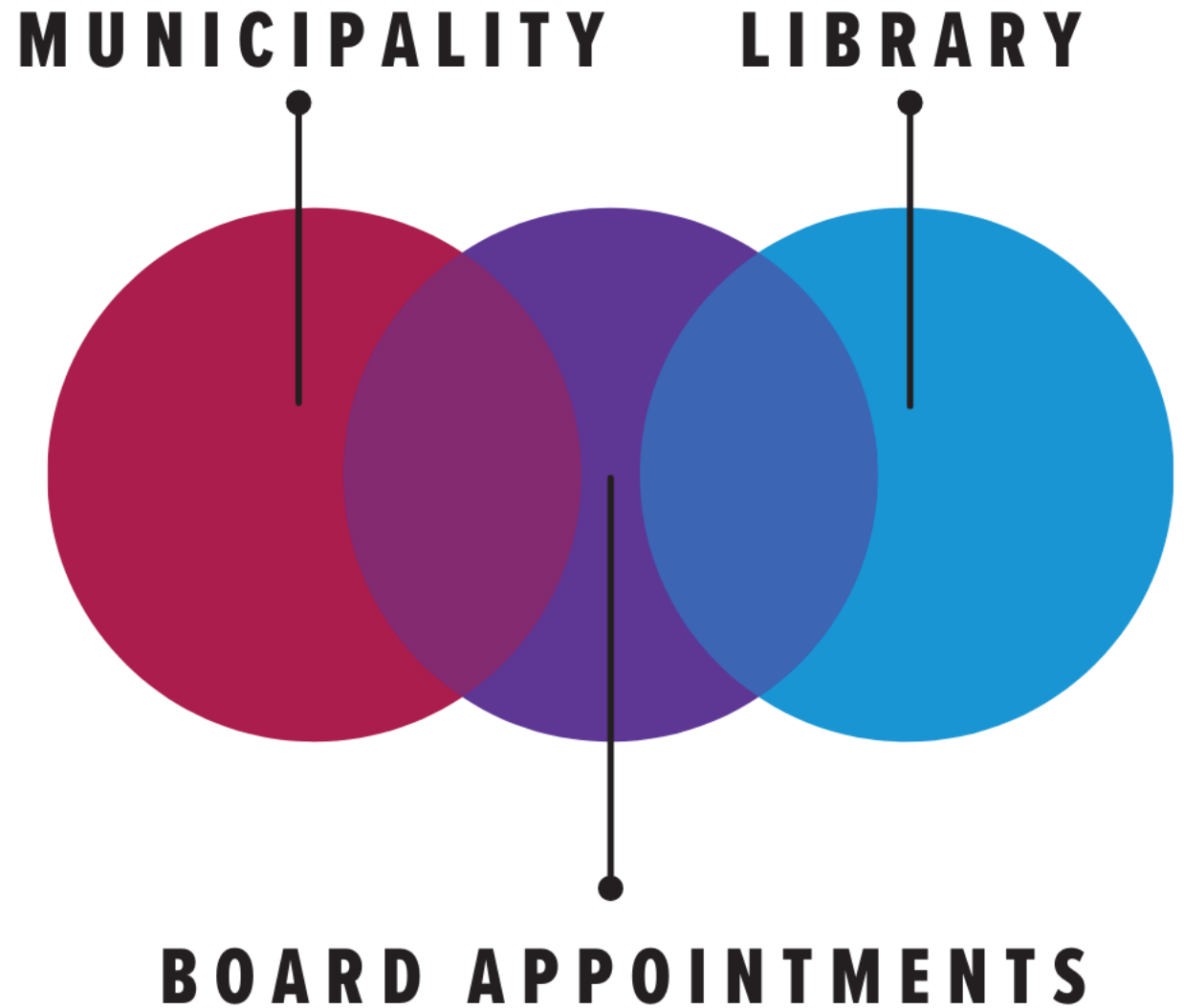
Work with the Municipality & Council

- Share your preferred requirements
- Take on some of the work

Get the Message Out to the Community

- Encourage people you may know to apply
 - Define the commitment
 - Hold information sessions

Local Approaches



Board Member Position Description



London Public Library Board Trustee Position

September, 2018

Library Purpose Statement

London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.\

Library Values

Community values: access, community engagement, diversity & inclusiveness, open to all & nonjudgmental, intellectual freedom, privacy, respect, service excellence

Corporate values: innovation, leadership, stewardship, transparency

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its Purpose and community and corporate values.

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;

Work with the Municipal Admin and Council

August 28, 2008

Mr. Kevin Bain
City Clerk
The Corporation of the City of London
300 Dufferin Avenue
London, Ontario N6B 1Z2
519-661-2500 x4937

Dear Mr. Bain:

This letter is written related to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board.

Thank you for initiating the steps required to give public notice of the vacancy and to hold office of Trustee, London Public Library Board. We were pleased to see that the process has been expedited.

In order to assist in this matter, the Library Board has prepared a document that can be used to provide information to individuals interested in applying for the vacancy; you and your staff in answering questions from interested people and in reviewing applications; and the Controllers and Councillors in making an appointment. Please find this document attached.

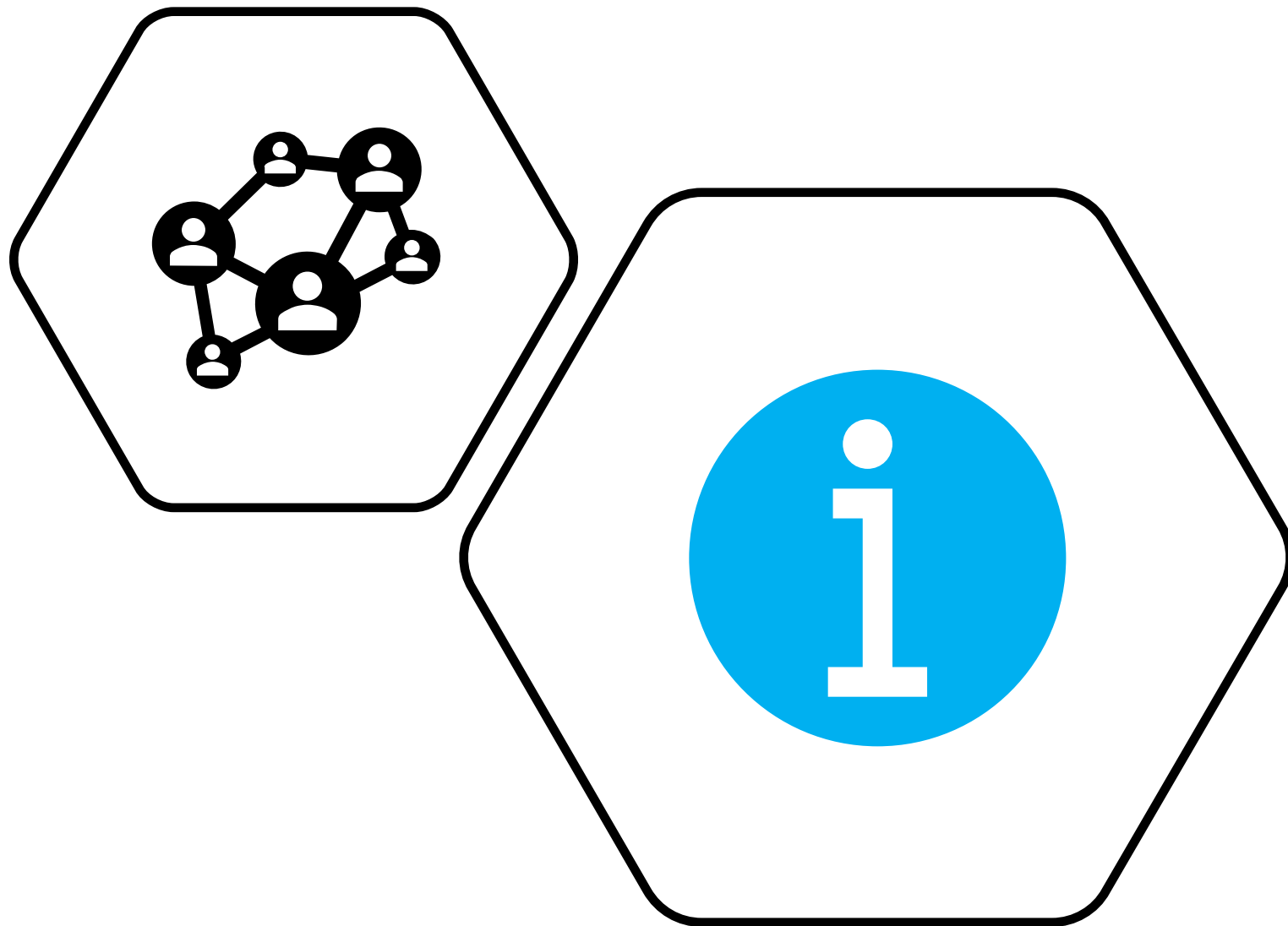
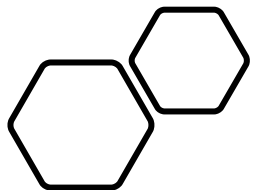
The document includes a section on core competencies and qualifications designed to support the selection and appointment of an individual who can make a difference in our community by being an effective London Public Library Board Trustee. The essential core competencies and qualifications are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

We have also provided highly desirable qualifications, based on status of the **London Public Library Strategic Plan: Imagine!** and the current/emerging economic environment. The Library requires a well connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Experience in the area of fund development would be an asset given that this will be a significant strategic emphasis for the Library Board the next few years.



Supporting the Next Board

Resources

INTRODUCING

The Redesigned Governance Hub

The GovernanceHUB is an online portal for Ontario's public library board members. The GovernanceHUB is your first place to look for information and resources related to your duties as a public library board member.

The GovernanceHUB is managed by the Ontario Library Service, with input from the Ontario Library Boards' Association and the Federation of Ontario Public Libraries.

Resources

- [Board Legacy Webinar](#)
- [Board Appointment Process](#)
- [Recruiting the Right People](#)
- Board Member Position Description and Letter to Council re: Appointments ([link](#))
- [Governance Hub](#)



Questions? Let's Chat!

consulting@olservice.ca

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