



Board Assembly Meeting

November 2021

Stronger libraries. Stronger communities.

Agenda

1. Welcome and Introductions
2. Updates from Ontario Library Service (OLS)
3. Updates from OLS Partners
4. Board Development: Board Self-Evaluation & Assessment
5. Roundtable Discussion

Updates from Ontario Library Service

Ontario Library Service Strategic Plan 2021/22 – 2025/26

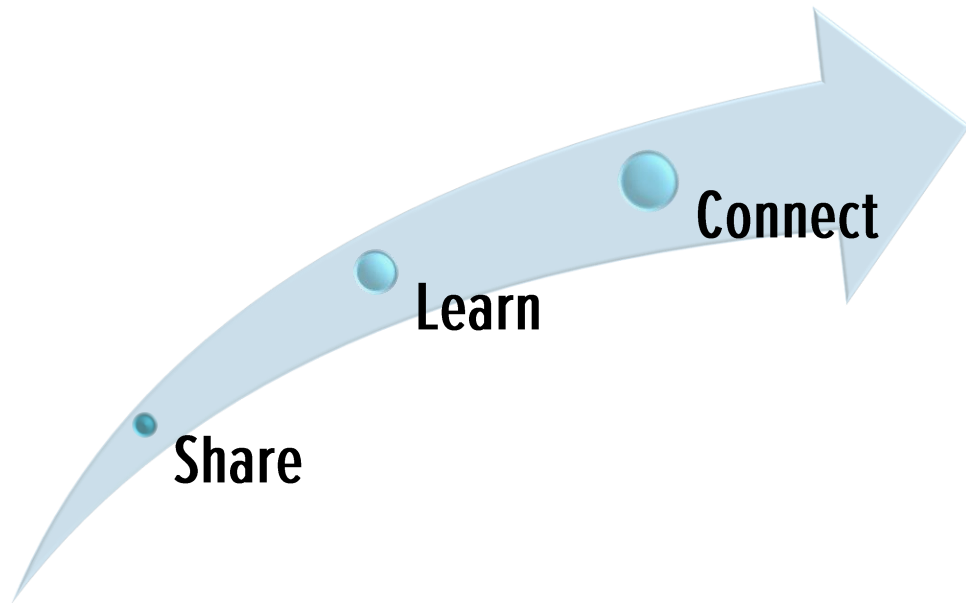
(posted at <https://olservice.ca/about#strategicplan>)

Mission: The Ontario Library Service empowers Ontario's public libraries to continuously adapt and improve services to their unique communities.

Board-specific highlights:

- **Strategic Priority #1:** The Ontario Library Service is the leading organization for public library boards and staff for responsive, reliable and trusted resources, training and consulting.
- **Strategic Priority #3:** Foster networking and collaboration that is at the core of a successful public library sector in Ontario.

Board Assembly Listserv



General forum for board members to ask questions, share experiences, and learn/connect with each other. Listserv members can send messages using boardassemblies@olservice.ca

- Appointed Board Assembly members have already added to this distribution list.
- Other Board Members can join by submitting their name, library name, email address to Dayna Lintner dlintner@olservice.ca

Governance HUB (librarygovernance.ca)

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.



The Four Year Board Cycle



10 Things to Know



Explore Webinars and Podcasts



Frequently Asked Questions



About the Governance Hub

Governance HUB: The Four-Year Board Cycle

Year 1: Governance Roles & Responsibilities

Legislative Context
Public Library Sector
New Board Orientation

Year 2: Community & Municipal Relations

Board/Council Relationships
Linkage to Municipal facilities
Responding to Changing Needs

Year 3: Assessing & Planning for the future

Performance Measures
Risk Management
Board Succession Planning

Year 4: Legacy & Transition Readiness

Relationships Audit
Municipal Election Campaign
Board Appointments

Governance HUB: The Four-Year Board Cycle

Year 3: Assessing & Planning for the Future

The Four Year Board Cycle

Assessment and Planning in Libraries

[Introduction](#)

[Board Succession Planning](#)

[Strategic Planning](#)

[Performance Measures](#)

[Ontario Public Library Guidelines
Monitoring and Accreditation Council
Guidelines](#)

[CEO Performance Appraisal](#)

[Risk Management](#)

[Board Self-Evaluation](#)

[Facilities, Technology, & HR Planning](#)

[Governance HUB homepage](#) 

Introduction

This guide proposes a focus on assessment and planning in the third year of your board mandate. The focus discussed here should be considered throughout the four-year board mandate.

Assessment of various measures are highlighted throughout this guide. The focus is on your own performance, assessing the CEO, and a general information about assessment.

Similarly, this guide will point you to some planning resources and briefly examine

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Governance HUB: Webinars and Podcasts

Governance Hub Videos and Podcast

Search Words | termes

Search | Rechercher

Governance Hub Webinars

Board Brief Podcast



[Return to Governance Hub Homepage.](#)

Podcast

Podcasts are born like the strike of a match! Such is the case with the Board Briefs Podcast. Steven Kraus and Brandon Fratarcangeli along with Ontario Library Service staff will bring you conversations featuring CEO's, Board Members, Provincial Public Library Leaders and other Library Experts who will contribute, inform and enlighten with their facts, knowledge, expertise, opinions, perspectives and best practices speaking to the Ontario Public Library landscape. One-part education, one-part idea sharing, one-part networking and one-part "real talk" conversations about public library realities, our podcast hopes to brighten, inform, inspire and complement the work being put forward by public library staff and their boards of directors of every size and in every corner of the province. Episode hashtags: #BoardBriefs#InConversation#InBrief

• [#InBrief - The Summer Round Up Edition 2021](#)  

Sep 20, 2021

• [#InBrief - May 2021](#)  

Jun 11, 2021

• [Ep. 4 - "#InConversation - The Bridge and Edge Project "](#)  

May 27, 2021

• [#InBrief - April 2021](#)  

May 12, 2021

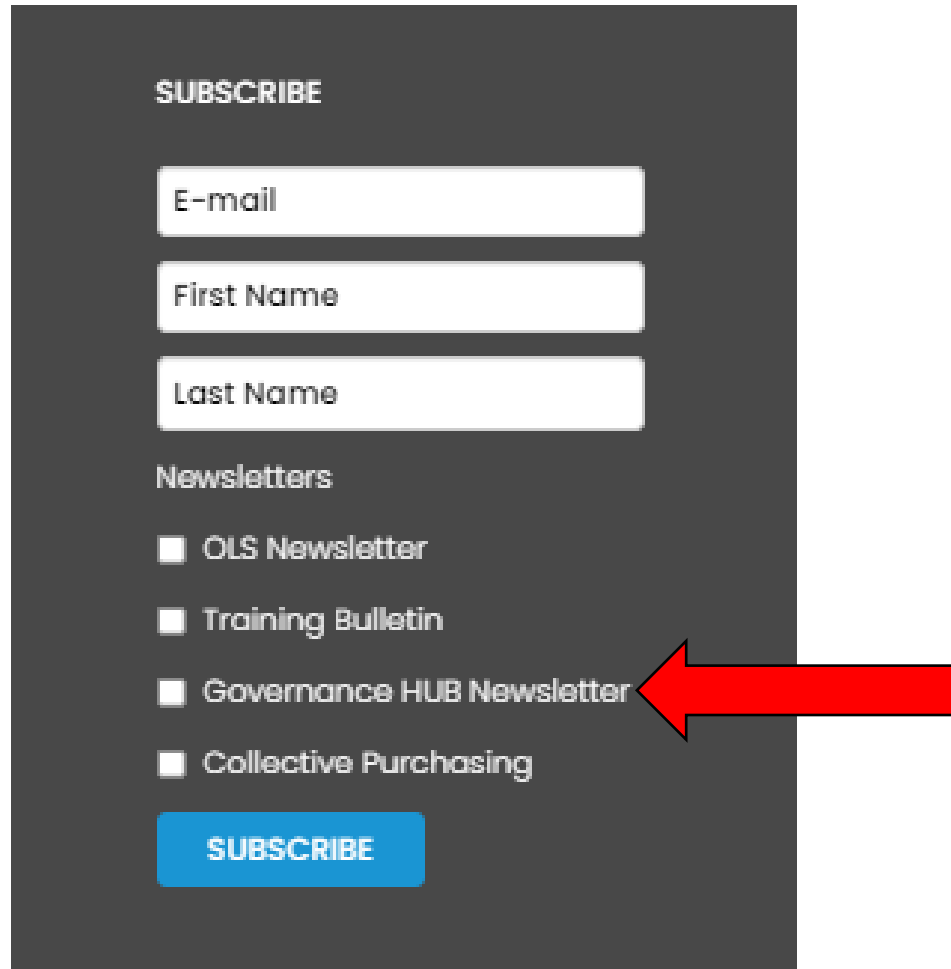
• [#InBrief - March 2021](#)  

Apr 13, 2021

• [#InBrief - February 2021](#) 

Mar 8, 2021

Governance HUB Newsletter



SUBSCRIBE

E-mail

First Name

Last Name

Newsletters

☐ OLS Newsletter

☐ Training Bulletin

☐ Governance HUB Newsletter

☐ Collective Purchasing

SUBSCRIBE

- Stay up to date on governance topics and communication from the Ontario Library Service by subscribing to the *Governance HUB newsletter*, which is issued twice a year
- Subscribe at www.olservice.ca

Upcoming Board Training

- Webinar: **Board Legacy**
 - Save the date: Tuesday, February 15 from 4-5pm ET / 3-4pm CT
 - Registration will open in mid-January
- Webinar: **Board Succession Planning & Board Appointments**
 - Spring 2022

Updates from OLS Partners

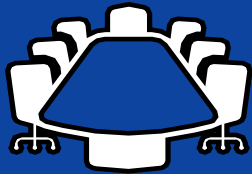


/ o l a

∴ ontario library association

Ontario Library Boards' Association (OLBA)

OLBA: Participate



Join OLBA Council: 3-year terms

Share and create resources

Discuss issues related to board development

Connect with the broader membership.



Nominations close November 15

<https://accessola.com/ola-elections/>

/olba

∴ ontario library boards' association

OLBA: Learn

OLA Super Conference February 1 – 5

- OLBA Trustee Bootcamp February 5.

Virtual participation – encourage your board to participate on their own schedules.

Reduced fee for group registrations.

<https://accessola.com/ola-super-conference/>

OLBA: Advocate



OLA and FOPL are working with members to develop provincial budget requests:

Enhanced provincial funding to keep public libraries sustainable, especially First Nations libraries.

Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library.



Contact: Caroline Goulding, president OLBA, cgoulding@dryden.ca
Shelagh Paterson, executive director, OLA spaterson@accessola.com

A Visit Will Get You Thinking.

Visit Ontario's libraries

FOPL Updates

Who We Are

The Federation of Ontario Public Libraries (FOPL) is a non-profit member organization launched in 2005. FOPL provides a single, united voice for public libraries in Ontario to enhance libraries through advocacy, marketing and research.

We Are Changing

Here are a few key points to highlight our recent changes:

- **Strategic Plan:** FOPL's Board has revised and relaunched a new Strategic Plan for 2021-2023. To read more, please visit our website: www.fopl.ca
- **Policies and Bylaws:** All of FOPL's Policies have been revised and our bylaws have been updated to reflect FOPL's mandate and objectives.
- **Project Teams and Working Groups:** FOPL has created several project teams to undertake various projects.
- **Website Redesign:** Updating the aesthetic and functionality of our website.



FOPL Updates

Government Relations

FOPL's main goal is to positively influence legislation and government initiatives that impact Ontario's Public Libraries, including the surrounding global pandemic and its impact periods. We take a **VIP** approach to advocacy: help members demonstrate the **V**alue of libraries, **I**nfluence decision making, and positively **P**osition libraries and their members.

Right now, we are:

- Building relationships with provincial elected officials and ministry staff to influence government policy and practices
- Collaborating with other library associations, organizations and agencies to lobby for public libraries
- Supporting our members' libraries efforts in municipal government advocacy
- Responding to emerging issues and opportunities for advocacy



FOPL Updates: Looking Ahead

The next provincial election set for June 2022 means we are crafting aligning our priorities with each party's platform and meeting with candidates for the best chance of success.

Our current focus is on:

- Supporting our First Nations Public Libraries who are in crisis after the devastating effects of the pandemic
- Creating an Ontario Digital Public Library
- Maintaining funding for the Public Library Operating Grant
- Asking for accountability for school library funding

Not yet a member? Please contact us for more information.

Dina Stevens, Executive Director (dinastevens@fopl.ca)



Board Development

Board Self-Evaluation & Assessment

Board Self-Evaluation & Assessment

What?

- Board assessment is a process for the board to examine how it is enabling the library to achieve its mandate

Why?

- Board assessments are completed to examine and identify the board's strengths and weaknesses
- Board assessments are an opportunity to look at what you have accomplished and what you have yet to do
- Demonstrate accountability

Board Self-Evaluation & Assessment

When?

- 1-2 evaluations during the board term allows for learning from the assessment and improving performance of the board based on the assessment

Who?

- Group
- Individual
- Include the CEO in the process

Board Self-Evaluation & Assessment

Where?

- Individually
- Board Meeting

How?

- Policy
- Establish a realistic and meaningful process
 - Reflect and assess objectively
 - Be specific
- Discuss results



Board Self-Evaluation & Assessment:

Sample policy



Policy Type: **Governance**

Policy Number: **GOV-09**

Policy Title: **Board Evaluation**

Initial Policy Approval Date: **June 2014**

Last Review/Revision Date: **Sept 2018**

Year of Next Review: **2022**

The library board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for board improvement and the requisite follow-up action. This policy ensures that the library board assesses its effectiveness.

1. The library board will evaluate its effectiveness on an annual basis.
2. The chair is responsible for managing the process of the evaluation.
3. The library board evaluates itself in the areas of:
 - a. Board conduct and practice
 - b. Policy development
 - c. Planning
 - d. Advocacy
 - e. Relationship with the CEO
 - f. Financial oversight
 - g. Board development
4. To facilitate the evaluation process, the library board will develop an annual work plan in January of each year
5. In November each year, the library board will evaluate its success in completing the work plan.

Board Self- Evaluation & Assessment

(Example – page 1)

	Agree	Disagree	What can I do to improve in this area?
I rarely miss a scheduled board meeting.	<input type="checkbox"/>	<input type="checkbox"/>	
I am prepared for all meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
I read all documents and reports prior to voting on issues.	<input type="checkbox"/>	<input type="checkbox"/>	
I respect and support all Board decisions even if I do not agree with those decisions.	<input type="checkbox"/>	<input type="checkbox"/>	
I use my individual abilities and skills to enhance the board's overall performance.	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that I have an obligation to act in the best interests of the library at all time.	<input type="checkbox"/>	<input type="checkbox"/>	
I freely offer my opinions during any deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	
I welcome and consider the opinions and perspectives of others.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to exert individual authority over the CEO or staff.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to represent the board without being authorized to do so.	<input type="checkbox"/>	<input type="checkbox"/>	

Board Self-Evaluation & Assessment

(Example – page 2)

I respect the confidential nature of items discussed in camera.	<input type="checkbox"/>	<input type="checkbox"/>	
I understand the requirements of the <i>Public Libraries Act</i> and accompanying Regulation.	<input type="checkbox"/>	<input type="checkbox"/>	
I support the Board chair in promoting effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
I have a clear understanding of my role.	<input type="checkbox"/>	<input type="checkbox"/>	
I am careful to focus only on <u>board</u> issues and leave the running of the library to the CEO.	<input type="checkbox"/>	<input type="checkbox"/>	
I can provide feedback in discussion in a constructive manner.	<input type="checkbox"/>	<input type="checkbox"/>	
I am a strong advocate of the best possible library service.	<input type="checkbox"/>	<input type="checkbox"/>	
I am committed to the library's mission.	<input type="checkbox"/>	<input type="checkbox"/>	
I support the library in a variety of ways (e.g., attend events)	<input type="checkbox"/>	<input type="checkbox"/>	
I understand the library's financial issues and implications.	<input type="checkbox"/>	<input type="checkbox"/>	
I am aware of the programs, services, and events of my library.	<input type="checkbox"/>	<input type="checkbox"/>	

Board Self-Evaluation & Assessment (Example)

Click on image for downloadable version

Board Self Evaluation Questionnaire

Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **CEO/Chief Librarian**. This questionnaire also includes Section E, which provides feedback to the Chair of the Board.

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

A. How Well Has the Board Done Its Job?

- | | | | | | |
|--|---|---|---|---|---|
| 1. Our organization operates with a strategic plan or a set of measurable goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| 2. The board's regular meeting agenda items reflects our strategic plan or priorities. | 1 | 2 | 3 | 4 | 5 |
| 3. The board has created or reviewed, in this period, some key governance job descriptions (e.g board chair, directors and committees. | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to CEO/Chief Librarian on how to achieve the goals by setting, referring to, or revising policies. | 1 | 2 | 3 | 4 | 5 |
| 5. The board has identified and reviewed the organization's relationship with each of its key stakeholders | 1 | 2 | 3 | 4 | 5 |
| 6. The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders | 1 | 2 | 3 | 4 | 5 |
| 7. The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources. | 1 | 2 | 3 | 4 | 5 |
| 8. _____ | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

☐ Excellent (30-24) ☐ Satisfactory (23-19) ☐ Poor (18- 6)

Board Self-Evaluation & Assessment: Resources

- From the Governance HUB:
 - OLS Individual Board Member Self-Evaluation Tool
 - OLS Governance Hub Year 3: Assessing and Planning for the Future
 - Ottawa Public Library Board Evaluations and Reviews Policy
 - Gravenhurst Public Library Board Self-Evaluation Questionnaire
 - Georgina PL Board Self-Evaluation
 - London Public Library Board Evaluation Tool
 - UFL - Board Self-Evaluation
 - What to Evaluate – BoardSource
 - Successful Board Self-Assessment - BoardSource

Roundtable Discussion

Roundtable Discussion

- You are invited to share issues and concerns related to your library board work and ask questions/seek input and advice from your library board peers.
- This is a great opportunity to learn from others, share best practices, and increase your knowledge within your governance role as an Ontario Public Library Board Member.

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SERVICE**

Thank you!

consulting@olservice.ca

Stronger libraries. Stronger communities.