

Peterborough Public Library Governance Board Orientation, Training, and Evaluation



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1. Purpose

To be effective, Library Board members must have sufficient knowledge of Board governance and issues that are central to the role of the Library in the community. This policy sets out the requirements for Board orientation and ongoing training.

2. Definitions

- 2.1. Board: Peterborough Public Library Board
- 2.2. Library: Peterborough Public Library
- 2.3. OLA: Ontario Library Association
- 2.4. OLBA: Ontario Library Boards' Association
- 2.5. OLS: Ontario Library Service
- 2.6. PLA: Public Libraries Act, R.S.O. 1990, c. P44

3. Orientation

The orientation of Board members is necessary for there to be a common and shared understanding of the authority and role of the Library Board.

Board members, including mid-term appointees, shall be given a thorough orientation within two (2) months of their appointment to the Library Board.

- 3.1. The Library Director/CEO and the Board Chair shall be responsible for developing an agenda to provide an orientation, which shall include, but not be limited to:
 - a) information on the Library's vision, mission, and values
 - b) an overview of the Public Libraries Act, R.S.O. 1990, c. P44 (PLA)
 - c) an overview of the Board By-laws and governance policies
 - d) a discussion on the purpose, structure, code of conduct, and function of the Library Board
 - e) a review of the Board legacy document
 - f) a tour of the Library, including an introduction to employees and services

3.2. Each Board member will receive, in digital or printed format:

- g) Peterborough Public Library Governance Policies
- h) Library's current Strategic Plan
- i) Board's Annual Workplan
- j) Current Library budget
- k) Application for Library membership
- l) A copy of the PLA
- m) A copy of the Board legacy document
- n) Library Board Orientation materials prepared by OLS, including resources for being a Board member (e.g.: "10 Things You Need to Know about Being a Library Board Member," "What You Need to Know As a Municipal Councillor," and the Governance Hub).
- o) Informational materials prepared by the OLBA through OLA (e.g.: "Cut to the Chase: Ontario Public Library Governance at a Glance").

3.3. Board members will receive training on accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act*, including training on the *Human Rights Code* as it pertains to persons with disabilities.

4. Ongoing Training

Ongoing training ensures Library Board members focus on good governance, strategic directions, advocacy, and policy implications rather than on operational details. This policy ensures Library Board members have access to, and avail themselves of, training opportunities.

4.1. To ensure ongoing education, the Library Board will:

- a) schedule time for Board training or education pieces including relevant guest speakers
- b) maintain a membership in the OLA, including the Ontario Library Boards' Association
- c) elect a representative who will attend the OLS Board Assembly meetings and report back to the Library Board
- d) endeavour to fund Board members to attend a relevant conference (e.g.: OLA Super Conference) annually

- 4.2.** The Library Board will receive information from the Library Director/CEO about training and networking offered by various organizations in Ontario.
- 4.3.** The cost of any training above \$300 must be approved by the Library Board; training below \$300 can be approved by the Library Director/CEO and/or Board Chair.
- 4.4.** Board members will report on their participation in training events.

5. Board Evaluation

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 or further training.

This policy ensures the Library Board assesses its effectiveness.

- 5.1.** The Library Board will evaluate its effectiveness on an annual basis.
- 5.2.** The Chair is responsible for managing the process of the evaluation.
- 5.3.** The Library Board evaluates itself in the areas of:
 - a) Governance
 - b) Board Operations
 - c) Board Culture
 - d) Self-Evaluation
 - e) Board's relationship with the Library Director/CEO
 - f) Feedback to the Chair of the Board
 - g) General
- 5.4.** To facilitate the evaluation process, the Library Board will develop an annual workplan at the first meeting of each calendar year. In November, the Library Board will evaluate its success in completing the workplan.

6. Roles and Responsibilities

- 6.1.** The Peterborough Public Library Board is responsible for approving this policy.
- 6.2.** Library Director/CEO, along with the Board Chair, is responsible for implementation of this policy.

7. Privacy and Confidentiality

The Library protects the privacy and confidentiality of all members personal information in keeping with the access to information and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA) and other applicable legislation.

The Library collects personal information of Library members under the authority of section 23(4) of the Public Libraries Act, R.S.O. 1990, c.P.44, and personal information will only be used to administer services and programs at the Library.

8. Communications

This policy will be distributed on the [Library's website](#).

9. Inquiries

Inquiries regarding this policy should be directed to the Library Director/CEO.

10. Related Documents

- 10.1. [Ontario Library Association](#)
- 10.2. [Ontario Library Service, Governance Hub](#)
- 10.3. [Public Libraries Act, R.S.O. 1990, c. P.44](#)
- 10.4. [Peterborough Public Library Board Bylaws, PPL-GOV-001](#)