



Area: Governance

Policy Title: Board Training & Evaluation

Policy Number: GOV 05

Initial Policy Approval Date: Sept. 26, 2013

Last Review: April 24, 2025

Year of next review: 2029

Section 1 - Training

In order to be effective, Board members must have sufficient knowledge of Board governance and issues that are central to the role of the Library in the community. Ongoing training ensures that Board members focus on good governance, strategic directions, and policy implications rather than on operational details. This policy ensures that Board members have access to and avail themselves of training opportunities.

1. To ensure ongoing education, the Board will:
 - a) schedule time for Board training.
 - b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association.
 - c) assign a representative who will attend the regional Trustee Council meetings and report back to the Board.
2. To ensure ongoing education the Board may fund two Board members to attend a relevant conference (e.g. OLA Superconference) annually.
3. The Board will receive information from the Chief Executive Officer (CEO) and Trustees about training and networking offered by various organizations in Ontario.
4. The cost of any training must be approved by the Board before it is undertaken.
5. Board members will report on their participation in training events.
6. In the first year of its term, the Board will review and discuss each module of the **Library Board Orientation Kit**, prepared by Ontario Library Service.
7. Board members are encouraged to participate in training opportunities that include but are not limited to:
 - a) effective governance
 - b) planning

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- c) advocacy
 - d) funding development.

Section 2 – Evaluation

The 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 Board assesses its effectiveness.

1. The Board will evaluate its effectiveness on an annual basis.
2. The chair is responsible for managing the process of the evaluation.
3. The evaluation will be done by referencing the strategic plan and, at half-term, accordingly, judging performance, in the areas of:
 - a) policy development
 - b) planning
 - c) advocacy
 - d) relationship with the Chief Executive Officer
 - e) finance
 - f) Board conduct and practice.