

Section	Governance & Administration	Section #:	1
Sub-section	Organization of the Board	Sub-section #:	1.1
Topic	Board Succession Planning	Policy:	1.1.7

Purpose:

The Selwyn Public Library Board recognizes that an effective Board is comprised of people who collectively have the knowledge, skills and background necessary to govern with excellence and to lead the Selwyn Public Library in the realization of its vision. This policy sets out the process for the Board, as advocates for the Library, to assist Selwyn Township Council in planning for a successful transition to a new Board.

Procedure:

The Board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the Selwyn Township Council appoint Library Board members. To assist Council in the transition to a new Library Board, the Library Board will collaborate with Council in the following ways:

1. Twelve to nine months before the end of the current term, the Library Board will:
 - a) review policies: Appointment and Composition of the Board (1.1.1), Board Succession Policy (1.1.7)
2. Nine months before the end of the current term, the Library Board will:
 - a) undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan in preparation for creating the Board legacy document
3. Six months before the end of the current term, the Library Board will:
 - a) undertake a review of the current Board and solicit input of current Board member's willingness to serve another term. This review will be in place of the annual Board self-evaluation survey. The Library Board will compile a list of potential returning candidates
 - b) develop a Board member's job description to highlight desired qualities and skills of new potential Board members based on the current Board complement.
 - c) prepare a legacy document that outlines the Library's successes and challenges, with recommendations for initial steps to be taken by the new Board.

4. Four months before the end of the current term, the Library Board will:
 - a) undertake a review of the Library Board member orientation manual to ensure accuracy
 - b) provide the Township Clerk with the following:
 - the Legacy document
 - the Board member job description,
 - a list of the potential returning candidates
 - the desired competencies of new recruits
 - the current strategic plan
 - the Board member recruitment brochure
5. The Township Clerk will advertise Library Board vacancies in the local newspaper and on the Township's website. The vacancy will also be advertised on the Library's website, social media channels. Incumbents and interested members of the public must participate in the application process.
6. An informational package will be available for potential candidates and will be posted on the Library's website. This package may include:
 - Legacy document
 - Current strategic plan
 - Board member job description
 - Board member recruitment brochure
7. The CEO will offer assistance to the Council's Appointment Sub-Committee in its selection process.

Attachments:

1.1.1 Appointment and Composition of the Board
 4.4.3 Library and Political Elections
 Public Library Board Legacy Document Template
 Selwyn Public Library Board Member Job Description
 Selwyn Public Library Board Recruitment Brochure

History:			
Date of Original Board Motion:	April, 2022	Motion #	2022.053
Date of Amendments: (if any)			
Date of Next Review:	April. 2026		

