



Section of Policy Manual: Governance	Policy No. : GOV-02
Subject: Board Orientation	Policy Approval Date: Date first approved: October 20, 2022
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The orientation of new Board members is necessary in order for there to be a common and shared understanding of the authority and role of the Library Board. This policy sets out the requirements for Board orientation.

1. For individuals filling a vacant position on the Board during its term, the CEO/Chief Librarian and the Board Chair will provide those new members with a thorough orientation within two months of their appointment to the Library Board that will include, but not be limited to:
  - a) information on the Library's vision, mission and values as outlined in the Strategic Plan
  - b) an overview of the *Public Libraries Act*, R.S.O. 1990, c. P44
  - c) an overview of the GPL Board bylaws and governance policies
  - d) a discussion on the purpose, structure, function and responsibilities of the Library Board
  - e) a tour of the library, an introduction to employees and services as well as a library membership
  - f) a copy of the *Gravenhurst Public Library Board Handbook*
  
2. At the beginning of a new term of the Board the CEO/Chief Librarian will ensure the newly constituted Board receives its orientation at its inaugural meeting.
  
3. Each board member will be responsible for updating their *Gravenhurst Public Library Board Handbook* which includes:
  - a) a copy of *Cut to the Chase: Ontario Public Library Governance at a Glance*. (Ontario Library Boards' Association)



- b) *Public Libraries Act R.S.O. 1990*
  - c) Procedural By-Law No. 2021-01
  - d) a copy of the Library's staffing structure
  - e) a copy of Board meeting materials for the previous three months
  - f) a copy the current budget, prior year's actuals and financial statements
  - g) a copy of the Library's strategic planning document
  - h) the Board Policy Manual
  - i) a copy of the *Library Board Development Kit* (Southern Ontario Library Service)
4. Board members will receive training on the Ontario Human Rights Code as well as the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act (AODA)*.

**Related Documents:**

GOV-06 Board Training  
Ontario Human Rights Code  
*Accessibility for Ontarians with Disability Act (AODA)*  
*Public Libraries Act R.S.O. 1990*