



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, December 2nd, 2021 @ 7:00 PM

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

1. Call to order:

2. Disclosure of Pecuniary Interest and the General Nature thereof.

3. Approval of Agenda

4. Approval of September Minutes

5. Committees:

5.1 Finance – Amanda

- October accounts
- 2022 & 2023 Operating Budget
- 2022 & 2023 Capital Budgets

5.2 Governance and HR Committee

- COVID updates - Corrinne
 - Sundays to return in January
- Ontario Library Service Board Assembly Meeting – see attached.
 - Information and resources related to **board self-evaluation & assessment** have been posted in [Year 3 of the Governance HUB](#), which focuses on Assessing & Planning for the Future. This includes the sample individual self-evaluation form developed by the Ontario Library Service, as well as forms developed by other libraries across the province.
 - Ontario Library Service's sample policy on **board evaluation**.
https://www.olservice.ca/files/docs/develop/publications/samplepolicies/Trilliumpolicies_en/GovernancePolicies/GOV09BoardEvaluation-2018.docx

5.3 Community Committee

- book Challenges - LGBTQ+ content
- OverDrive and PressReader updates.
- Gerri Lynn O'Connor Children's Library ceremony
- December dinner and staff recognition night



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6. New Business

7. Ongoing Business / Action items

- Facility update

8. Correspondence

9. Round Table

10. Council Connects

11. Date of Next Board Meeting: Thursday January 27th @ 7 pm

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, October 28, 2021 @ 7:00 PM

Location: Teams Virtual meeting

Present: Dave Phillips, Corrinne Morrison, Amanda Ferraro, Agnes Croxford, Dave Barton, Willie Popp, Gary Ruona, Gord Shreeve, Martin Koolhaas,

Regrets: Dwight Clements, Donna Condon, Lynn Klages,

1. Call to Order @ 7:07 pm.

- Land Acknowledgement
- Note: This is a virtual meeting and public access was provided by asking for pre-register registration to this meeting by email aferraro@uxbridge.ca.
- Agenda and pre-registration information was posted on Library website
- No requests were made.

2. Disclosure of Pecuniary interest and the General Nature thereof.

✓ *No disclosures*

3. Approval of Agenda

✓ *Moved by Dave B, seconded by Agnes; carried*

4. Approval of January Minutes

✓ *Moved by Willie, seconded by Dave; carried*

5. Committees:

5.1 Finance – Amanda

- September accounts
- Q3 report

✓ *Moved by Willie, seconded by Gord; carried*

- **Budget prep and timelines 2021**

October – Draft Capital and Operating budgets completed

November – Preliminary Budget Review with Finance Committee, Kristi Honey and Donna Condon – date TBD and approved by Library Board at the November 25th meeting.

November 23 – Virtual Budget Open House Meeting (12:00 to 1:00 AND 7:00 to 8:00) – Mayor, Member of Council and Department Heads to attend.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, October 28, 2021 @ 7:00 PM

Location: Teams Virtual meeting

December – Department Budget Presentations - Council review and discussion (December 7, 9, 14 from 1:00 to 5:00).

January 2022 - Department Budget Presentations - Council review and discussion (January 11, 18 and 25 from 1:00 to 5:00 – if needed).

January/February (TBD), 2022 - Finance Committee – approval of the 2022/2023 Operating Budget and the Capital Plan – Years 2022 to 2031.

February (TBD), 2022 - Adoption of the 2022/2023 Operating Budget and the Capital Plan – Years 2022 to 2031.

- **Proposed Capital projects**

- 2022 - Repointing of exterior and stone and brick masonry joints:
 - \$95,000 (Tax Levy:50,000/Reserve Funds: 45,000)
- 2023 - Replace flooring and shelving in the Fiction and Non-fiction area
 - \$125,000 (funded over two years)
- 2024 - Move Zephyr Library into Zephyr Hall
 - \$350,000 (funded through sale of old building)
 - Cost Savings - \$25,000 / year
- 2025 - Replace doors at front and back entrances with accessibility features
 - \$100,000 (funded over two years)
- 2026 - Install a Building Automation System
 - \$50,000

Motion: That the Library Board supports these project requests;
AND THAT they be forward to Council through the Budget process.

✓ *Moved by Agnes, seconded by Gord; carried*

5.2 Governance and HR Committee

- COVID updates - Corrinne
 - Sundays to return in January



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, October 28, 2021 @ 7:00 PM

Location: Teams Virtual meeting

- Some COVID rules relaxing: No appointments, stairs two-way traffic. Public super happy to be back.

5.3 Community Committee

- Virtual programs continue – lots happening in a safe energetic way.
- Gerri Lynn O'Connor Children's Library ceremony – coming soon
- December meeting and staff recognition night – Amanda and Corrinne to schedule and organize. Date tbc.

6. New Business

- Book Drunkard now running.
- Toronto Film Festival also running
- Future of Libraries Seminar –
 - Highlighting libraries all-inclusive environment
 - Caution: Careful not to try to be everything to everyone.
 - Dave P. reported it was very interesting

7. Ongoing Business / Action items

- Facility update (Amanda)
 - Tower update: louvers being installed this week.
 - Scaffolding tentative to come down November 8th and site to be cleaned up by November 10th.
 - Clock doctor to be scheduled once tower is completed.

8. Correspondence

- N/A

9. Round Table

- N/A

10. Council Connects

- November 20th - Santa Clause parade 60th year running
- International Men's Day Nov. 19th - Virtual meeting

11. Date of Next Board Meeting: December 2nd

12. Adjournment 8:04 pm

✓ *Moved by Dave B, seconded by Willie; carried*

Township of Uxbridge
Library Summary Report
For the Ten Months Ending October 31, 2021

Operating Expenses:

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
Library Materials Purchased	48,425	55,480	7,055	66,770
<u>Programming:</u>				
Programs	854	3,560	2,706	4,300
Welcome Centre	1,845	0	-1,845	0
Promotion	60	320	260	400
Total Programming	2,759	3,880	1,122	4,700
Administrative Costs	11,008	12,930	1,922	15,550
Repairs and Maintenance	58,575	81,870	23,295	98,300
Utilities	20,005	27,043	7,038	32,475
<u>Equipment & Maintenance:</u>				
Photocopying	758	1,490	732	1,805
Equipment Maintenance	2,169	2,080	-89	2,500
Hardware and Software	5,432	8,490	3,058	10,200
Computer Maintenance	21,136	23,160	2,024	27,800
ISPN fees	1,878	3,780	1,902	4,550
Total Equipment	31,373	39,000	7,628	46,855
Salaries, Wages & Benefits	345,435	486,110	140,675	583,402
Professional Development	612	3,410	2,798	4,100
Health & Safety	1,418	1,600	182	1,925
Mileage	196	910	714	1,100
Repayment to Town Reserve	25,547	21,280	-4,267	25,547
COVID-19 Cost Savings	0	-33,910	-33,910	-40,700
Total Expenses - Per Budget	545,353	699,603	154,252	840,024
<u>Other Items:</u>				
Amortization - TCA	95,000	69,160	-25,840	83,000
Amortization - Other	0	10,000	10,000	12,000
Transfer to TCA	-31,948	0	31,948	0
	63,052	79,160	16,108	95,000
Total Expenses	608,405	778,763	170,360	935,024

Township of Uxbridge
Library Summary Report
For the Ten Months Ending October 31, 2021

Operating Revenues:

Grants:

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
Municipal Grants	590,360	655,950	-65,590	787,147
Provincial Grant	0	20,140	-20,140	24,176
Summer Student Grant	8,082	6,660	1,422	8,000
Total Grants	598,442	682,750	84,308	819,323

Donations:

Specified Donations	2,000	0	2,000	0
Material Donations	570	1,660	-1,090	2,000
Total Donations	2,570	1,660	-910	2,000

Fundraising:

Volumes of Giving	745	0	745	0
Total Fundraising	745	0	-745	0

Other Revenue:

Discard Books	60	750	-690	900
Programming Revenue	3,926	5,830	-1,904	7,000
Room Rentals	68	1,160	-1,092	1,400
Late Fines	2,808	3,330	-522	4,000
Genealogy Income	390	250	140	300
Interest Income	724	1,910	-1,186	2,301
Sundry	842	2,320	-1,478	2,800
Total Other Revenue	8,818	15,550	6,733	18,701

Total Revenues - Per Budget	610,575	699,960	89,385	840,024
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Items not Budgeted:

Other Grants (2)	1,535	0	1,535	0
	1,535	0	-1,535	0

Total Revenues	612,110	699,960	87,850	840,024
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Net Expenditures - Per Budget	-65,222	-357	64,867	0
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Net Expenditures	-3,705	78,803	82,510	95,000
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Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2021-10-04	BLUE HERON BOOKS	338579	BOOKS	\$306.42
2021-10-04	BLUE HERON BOOKS	339067	BOOKS	\$157.75
2021-10-04	HYDRO ONE NETWORKS INC.	200072033278/SEP2021	HYDRO-AUG 7 TO SEPT 8	\$165.98
2021-10-04	PEGGY KENNEDY	PETTY CASH-SEPT/21	PETTY CASH-SUPPLIES	\$241.78
2021-10-04	BLUE HERON BOOKS	338768	BOOKS	\$351.67
2021-10-06	ENBRIDGE	113542251003/SEP2021	ESTIMATE-AUG 17 TO SEPT 17	\$173.78
2021-10-06	ELEXICON ENERGY	51001548-02/SEPT2021	HYDRO-AUG 8 TO SEPT 8	\$1,424.96
2021-10-13	LIBRARY SERVICES CENTRE	611361	BOOKS	\$10.85
2021-10-14	RICHARDSON FIRE SYSTEMS INC.	S11680IN98968	INSPECTION	\$5.65
2021-10-14	RCL BR.170 POPPY FUND	WREATH-2021-LIB	WREATH-LIBRARY	\$60.00
2021-10-14	LAKERIDGE HEALTH	B9351-Q2LIBRARY21	CARDIAC SAFE PRG-Q2	\$282.50
2021-10-14	HEAT-AIR MECHANICAL LTD.	34392	SERVICE	\$203.40
2021-10-14	DE LAGE LANDEN	8146831	COPIER-10/15/21-11/14/21	\$211.25
2021-10-14	CIBC VISA	AUG 25 TO SEPT 24/21	EXPENSES-AUG 25 TO SEPT 24	\$2,362.05
2021-10-14	ROGERS	234-577581309/SEPT21	INTERNET-SEPT 22 TO OCT 21	\$135.59
2021-10-21	TRAZ LANDSCAPING & PROPERTY SERVICE	214443-LIBRARY	GRASS CUTTING-OCT 5-LIB	\$33.90
2021-10-21	TRAZ LANDSCAPING & PROPERTY SERVICE	202184-LIBRARY	GRASS CUTTING-SEPT 30-LIB	\$33.90
2021-10-21	TRAZ LANDSCAPING & PROPERTY SERVICE	202181-LIBRARY	GRASS CUTTING-SEPT 21-LIB	\$33.90
2021-10-21	LAWNSCAPE	40940--LIBRARY	GRASS CUTTING-SEPT 6-LIB	\$28.25
2021-10-21	LAWNSCAPE	41159-LIBRARY	GRASS CUTTING-OCT 11-LIB	\$28.25
2021-10-27	CSP WATER TREATMENT	22342	SERVICE	\$367.27
2021-10-27	BELL CANADA	9058529747/OCT2021	TELEPHONE-OCTOBER	\$280.76
2021-10-27	BLUE HERON BOOKS	339351	BOOK	\$10.07
2021-10-27	BLUE HERON BOOKS	339152	BOOKS	\$117.41
2021-10-27	BRODART CANADA COMPANY	064147	SUPPLIES	\$30.81
2021-10-27	CORPORATE EXPRESS CANADA INC.	C459694--00611244LIB	OFFICE SUPPLIES-LIBRARY	\$178.35
2021-10-27	LIBRARY SERVICES CENTRE	612482	BOOKS	\$404.74
2021-10-27	LIBRARY SERVICES CENTRE	611361	BOOKS	\$702.32
2021-10-27	LIBRARY SERVICES CENTRE	611755	BOOKS	\$927.57
2021-10-27	BELL CANADA	9054732375/OCT2021	TELEPHONE-OCTOBER	\$116.10
2021-10-27	BLUE HERON BOOKS	339177	BOOKS	\$231.72
2021-10-27	BLUE HERON BOOKS	339832	BOOKS	\$167.86
2021-10-27	CORRINNE MORRISON	EXPENSES-OCT/2021	EXPENSES	\$614.29
2021-10-27	GDL SOLUTIONS INC.	16-1110	SERVICES-OCT-LIBRARY	\$2,041.91
2021-10-27	RICHARDSON FIRE SYSTEMS INC.	S11679IN98946	ANNUAL FIRE & LIFE SAFETY INSP	\$341.27

2021-10-27 UXBRIDGE HORTICULTURAL SOCIETY	SEPTEMBER 23/2021	PLANTS	\$948.48
2021-10-27 HYDRO ONE NETWORKS INC.	200072033278/OCT2021	HYDRO-SEPT 8 TO OCT 6	\$125.49
2021-10-27 11158465 CANADA INC. C/O JIM NELSON	579142	CARETAKING-OCTOBER	\$1,988.80
2021-10-27 LAWNSCAPE	41173-LIBRARY	GRASS CUTTING-OCT 18-LIBRARY	\$28.25
2021-10-27 LIBRARY SERVICES CENTRE	612130	BOOKS	\$839.77
2021-10-27 LIBRARY SERVICES CENTRE	612910	BOOKS	\$913.39
2021-10-27 LYNDA SADLOWSKI	2102	LETTERING-VOLUMES OF GIVING	\$80.00
2021-10-27 TACOMA ENGINEERS INC.	81378	LIBRARY TOWER REPAIRS	\$1,300.90
2021-10-27 XEROX CANADA LTD.	85487946	COPIES	\$104.12
			<u>\$19,113.48</u>

ONTARIO | **LIBRARY
SERVICE**

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

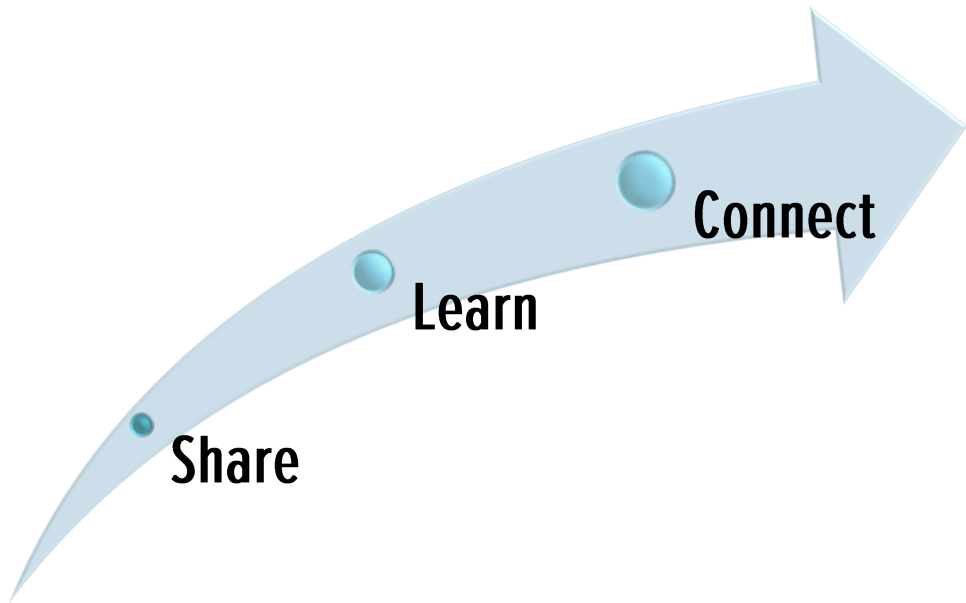
(posted at <https://olservice.ca/about#strategicplan>)

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 on assessment and planning 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 and planning.

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

Governance HUB (librarygovernance.ca)

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The Four Year Board Cycle



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Explore Webinars and Podcasts



Frequently Asked Questions



About the Governance Hub

Governance HUB: Webinars and Podcasts

Governance Hub Videos and Podcast

- 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

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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

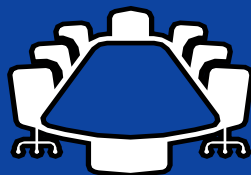
Updates from OLS Partners



/ 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 **Value** of libraries, **Influence** decision making, and positively **Position** 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 <u>on 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 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 (Example)

Click on image for downloadable version

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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Thank you!

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Stronger libraries. Stronger communities.