

Midland Public Library

Policy Type: **Governance**

Policy Number: **GOV-13**

Policy Title: **Succession Planning**

Initial Policy Approval Date: May 16th, 2019

Last Review/Revision Date: 2024

Year of next review: 2028

An effective board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however to assist the council and as advocates for the library, the library board works to ensure that individuals appointed to the Board have the necessary skills to govern. This policy sets out the requirements for recruiting board members and planning for board succession.

The Midland Public Library (MPL) Board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will collaborate with council on a preliminary selection process which adheres to the Governance Structure approved by the Town of Midland Council, and the Ministry of Tourism, Culture & Sport, in 2018 as outlined below.

Definitions:

Quorum - The Midland Public Library Board or any of its committees must operate with a majority of the appointed voted members present for quorum to conduct a business meeting of the board or committee.

Community Based Nominations Committee (CBNC) – This committee is selected as outlined in Section 7 (a). It is responsible for the recruitment, review and interviewing of potential candidates for the Midland Public Library Board and making of recommendations to the Town of Midland Council for appointments to the Board based on a skills based matrix, after approval of recommended candidates by the majority of current voting members of the board.

1. Composition of the Board

The Midland Public Library Board shall consist of between 7 and 9 voting members, one of which will come from Tiny Township, the remaining being residents of Midland – all of whom who are appointed by Council.

2. Duties and Responsibilities

The Members of the Library Board shall bear the legal responsibility for the Midland Public Library. In accordance with the Public Libraries Act. The Library Board will seek to provide efficient public library service that reflects the community's unique needs. This will be accomplished through strategic direction and governance.

3. Qualifications of Members

A person shall be qualified for election or appointment as a Member of the Board if he or she:

- a) is at least eighteen years of age;
- b) is a Canadian citizen or permanent resident of Canada
- c) is a resident of the municipality for which the board is established;
- d) is a resident of a municipality that has a contract with the board under section 29 of the Ontario Public Libraries Act; and
- e) is not employed by the board or municipality.
- f) Is not an immediate family member, or spouse, of any current board member, library employee or employee of municipality that provides operating funding to the Library.

4. Disqualification of a Board Member

The office of a Board Member shall be automatically vacated if a board member:

- (a) is convicted of an indictable offence;
- (b) becomes incapacitated;
- (c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;
- (d) ceases to be qualified for membership under section (3) or
- (e) otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly.

Where there is a vacancy in the Board, the remaining Board Members, may exercise all the powers of the Board so long as a quorum remains in office.

5. Election and Term

All Voting Board Members shall be elected for a term concurrent with the terms of the appointed council, or until a successor is appointed, and may be reappointed for one or more further terms as outlined below.

6. Leave of Absence

The Board may pass a resolution granting a Board member a leave of absence to a maximum of six months.

7. Nominations and Elections of Board Members

Nominations for election as a Board Member at the next regularly scheduled Board Meeting shall be made in accordance with the following process:

- a) Every fourth year the Board shall establish a Community Based Nominations Committee which shall consist of:
 - i. A minimum of two elected Board members, appointed by the Board, one of whom will Chair this Committee;
 - ii. One Community Advisory member from Midland elected through a process established by the Board; and
 - iii. Up to two individuals who are elected municipal council representatives, or their designates, from either Midland or the Township of Tiny – should these municipalities wish to accept these membership invitations.
- b) The Community Based Nominations Committee shall:

- i. review the vacancies and specific skills and expertise which are required on the Board;
- ii. advertise vacancies on the Library Board at the Town Halls in the Catchment Area, on the Library website, in the local papers, and local digital media, including a summary of the responsibilities as a Board member and the Nominations and Election Policy;
- iii. identify a short-list of candidates for interview by the Community Based nominations Committee (CBNC) and interview and evaluate the short-listed candidates against the criteria set out in the CBNC Terms of Reference and take into account the desired skills and expertise as identified by the Board;
- iv. advise successful applicants of the length of their term as per section 5;
- v. obtain and check references for the candidates selected for nomination as Board Members; and
- vi. recommend to the Voting Members of the Board of the Midland Public Library candidates for election & upon Board acceptance, passing those recommendations on to the Council for potential appointment.

8. Filling Vacancies

Where a vacancy arises in the membership of a board, the board will make a formal recommendation to the council to enable the council to promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.

9. Board Members Remuneration

The Board Members shall serve as such without remuneration and no Board Member shall directly or indirectly receive any profit from his or her position as such; provided that a Board Member may be reimbursed for necessary expenses incurred to conduct their duties as a Board Member.

10. Communication with Council & The Municipality

The Board will endeavor to keep sound communication in place with the Municipality, including when a new Council is appointed or if key municipal staff change. This includes informing the Mayor, Council and municipal staff about the role of the Board's Community Based Nomination Committee.

Midland Public Library Board Composition & Governance

Addendum – Protocol for Appointment of Board Members

1. Notification of Vacancy – The Midland Public Library Board will provide the Town Clerk with written notification of all vacancies. The Board will also draft the posting to be posted, highlighting the skill set desired/required to fill any such vacancy.
2. Posting of Vacancies – The Town Clerk will post the board vacancy.
3. Collection of Applications – The Town Clerk will collect all applications for vacancies on the Midland Public Library Board. The applications will then be forwarded to the Midland Public Library Board, via the current Board Chair.
4. Review of Applications – The Midland Public Library Board will review all applications and prepare a recommendation to Council regarding which applicant(s) should be appointed to fill the vacancy. The formal recommendation will be submitted to the Town Clerk, who will relay the official recommendations to the Council.
5. Appointment to the Board – The Council will receive & review the Board's official recommendation for appointment and approve the applicants as recommended by the Board, or instruct the Town Clerk to inform the Midland Public Library Board if the recommendations are not accepted. Should the recommendations not be accepted the Town Clerk will work with the Midland Public Library Board to re-assess the desired qualifications and applicants, and or repost the vacancy.

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44