



Board Succession Planning

Governance

Purpose

The Brantford 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 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 influence and shape appointments to the Board, subject to the direction provided by the City of Brantford. This policy sets out the requirements for recruiting board members and planning for board succession.

Principles

The Library Board will:

1. Proceed according to the *Public Libraries Act*, R.S.O. 1990, C.P44 (PLA) and any applicable City of Brantford by-laws and policies governing appointments to local boards;
2. Work with City Council in a collaborative fashion;
3. Consider the collective skills and qualities required of the Library Board to govern the Library effectively; and,
4. Seek representation of community diversity.

Policy

1. The Library Board recognizes that the PLA requires that Council appoint Library Board members. To support the appointment process, the Library Board will support Council with input as requested.
2. In the final year of the current term, the Library Board will:
 - a. Review the Board's effectiveness in governing and accomplishing the strategic plan;
 - b. Solicit input from the CEO/Chief Librarian;
 - c. Consider the Board's needs and how they align with the expertise and interests of the current members and identify the gaps that will need to be filled;
 - d. Develop Library Board Selection Recommendations that identify qualifications, desired skills and assets, and priorities for Board composition; and,
 - e. Prepare a legacy document that outlines the current Board's work, including successes and challenges, and provides recommendations for the new Board.

3. An ad hoc committee, appointed by the Governance Committee, will oversee and participate in Board recruitment activities, in partnership with the CEO/Chief Librarian.
Recruitment activities:
 - a. Will take place in the final months before the end of each board term, and when individual board member vacancies occur throughout a term.
 - b. May include: identifying suitable candidates and encouraging their willingness to serve; informing potential candidates of the application process; selecting interview candidates and conducting interviews.
 - c. Will be reported to the Library Board.
 - d. Will culminate in the provision of recommendations to City Council, as per the City's appointment process.
4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
 - a. The library's vision, mission, values and strategic plan
 - b. Information on the role, structure, code of conduct, and functions of the Library Board
 - c. Information on qualifications, relevant experience, and time commitment
 - d. Introduction of the *Public Libraries Act*
 - e. Information on significant current projects and plans
 - f. A tour of the library.

History

Supersedes: Not applicable

Background documents, related policies: *The Public Libraries Act*, R.S.O. 1990, c.P44;
Appointment of Citizen Members to City of Brantford Boards, Advisory Committees, Task Forces and Other Committees to Which Council Makes Appointments (City of Brantford)

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