



Carleton Place Public Library

Policy Type: **Governance**

Policy Number: **GOV - 10**

Policy Title: **Succession Planning**

Initial Policy Approval Date: January 17, 2018

Last Review/Revision Date: February 2026

Year of next review: 2030

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 influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library 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.
2. In the third year of the current term, the library board will:
 - a) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
 - b) solicit input from the Chief Executive Officer (CEO)
 - c) match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - d) develop a board member's position description to highlight qualities and desired skills
 - e) prepare a legacy document that outlines the current board's work, including successes and challenges, and provides recommendations for the new board
3. Six months prior to the end of the current term, the library board will:
 - a) Identify suitable candidates and solicit their willingness to serve
 - b) inform the potential candidates of the imminent appointment process
 - c) meet with council to discuss needs of the library and provide the council with a list of recommended candidates
4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
 - a) information on the library's vision, mission and values
 - b) information on the role, structure, code of conduct and function of the library board
 - c) an introduction to the **Public Libraries Act**
 - d) a tour of the library
 - e) a copy of the current planning document



Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44
Carleton Place Public Library – Trustee Position Description