



# The City of Kawartha Lakes Public Library

Policy Number: LIB2021-20

<b>Policy Name:</b> <b>SUCCESSION PLANNING POLICY</b>
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Developed By:	Linda Kent, Chief Librarian & CEO	Date:	22 Sept 2009
		Adoption Date:	2 Oct 2009
Resolution #:	LIB2021-20	Effective:	2 Oct 2009
Review Cycle:	Once per term	Last Reviewed Date:	04 Nov 2021

## **POLICY STATEMENT AND RATIONALE**

An effective board is comprised collectively of people who have the knowledge, the skills, and the background necessary to govern with excellence and to lead the Library in the realization of its vision. This policy sets out a statement of philosophy and identifies key objectives for recruiting Library Board members and planning for Library Board succession.

## **SCOPE**

This policy shall apply to all members of the City of Kawartha Lakes Public Library Board.

## **DEFINITIONS**

In reading and interpreting this policy, the following definitions shall apply:

“Board Member” means a member of the City of Kawartha Lakes public Library Board.

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Council” means the Council of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Responsibility**

- 1.1 Responsibility for the implementation of this policy will lie with Chair of the Library Board.

### **2.0 Process of Succession**

- 2.1 Seven months prior to the end of the current term the Board Chair will canvass the Board's public members to determine whether they intend to apply for reappointment to the Board. Current Board members will be reminded that they will need to re-apply for seats on the Board when the call is put out by the City Clerk.
- 2.2 Prior to undertaking a search for potential successors, the Board will
  - 2.2.1 Create a draft Legacy document setting out the major tasks/goals for the successor board;
  - 2.2.2 Solicit input from the Chief Executive officer (CEO);
  - 2.2.3 Identify gaps that will need to be filled using a planning matrix;
  - 2.2.4 Analyse the Legacy document and matrix to establish criteria for identifying potential new Board member.
- 2.3 Using the criteria set out in 2.2 above, the Board will try to identify suitable candidates, solicit their willingness to serve, and inform the potential candidates of the imminent appointment process.
- 2.4 An informational package will be developed for potential candidates and posted on the Library's website. This package may include:
  - 2.4.1 Information on the Library's vision, mission and values;
  - 2.4.2 Information on the role, structure, code of conduct and function of the Board;
  - 2.4.3 An introduction to the Public Libraries Act;
  - 2.4.4 An introduction to the Library's bylaws and governance policies;
  - 2.4.5 Copies of the Library's current planning documents;

- 2.4.6 An outline of some of the challenges and tasks the incoming Board will be dealing with.
- 2.5 The City Clerk will advertise Library Board vacancies in the local newspaper and on the City's website. The vacancy will also be advertised on the Library's website and social media channels. Incumbents and interested members of the public must participate in the application process.
- 2.6 The CEO will provide assistance to the Council's Appointment Sub-Committee in its selection process. The CEO will supply a list of potential candidates whose backgrounds and skills would be of assistance to the Board.