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Board Assembly Meeting

Spring 2026

Stronger libraries. Stronger communities.

Agenda

1. Welcome and Introductions
2. Updates from Ontario Library Service
3. Board Succession Planning, Recruitment and Legacy
4. Group Discussion / Roundtable

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Introductions

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What's one trend you're actively watching?

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Updates from Ontario Library Service

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OLS Strategic Plan: 2026–2030

Mission

Ontario Library Service is trusted and empowers public library leaders to serve their unique communities.

Vision

Every community in Ontario proudly invests in public libraries.

Read the plan

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Updated Sample Policies

TRILLIUM PUBLIC LIBRARY

SC-01: Intellectual Freedom.
Revised: October 2025

SC-02: Truth and Reconciliation Efforts.
Revised: October 2025

★ FN-03: Purchasing/Procurement of Goods and Services.
Revised: November 2025

★ HR-07: Prevention of Workplace Harassment and Discrimination.
Revised: January 2026

★ HR-08: Prevention of Workplace Violence.
Revised: January 2026

★ HR-09: Health and Safety Legislated Policy.
Revised: October 2025

OP-02: Safety, Security and Emergencies in the Library.
Revised: October 2025

OP-15: The Library and Political Elections.
Revised: December 2025

NEW

OP-18: Friends of the Library.
NEW: October 2025

Learn More about Policies

★ = required by legislation

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Recently Updated Courses

ONTARIO LIBRARY SERVICE | EXCEL

- Public Library Marketing
- Strategic Planning for Public Libraries

Upcoming Training Opportunities

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Municipal Relations

AND YOUR LIBRARY

A 3-Part Series

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As we prepare for the 2026 municipal elections, we invite you to join our webinar series on municipal relationships.

Please note that these sessions will not be recorded.

- Part 1: **With Tara Roy-DiClemente, Councillor, Town of East Gwillimbury**
  - Thursday, April 9, 2026
  - 12:30-1:30pm ET | 11:30am-12:30pm CT
- Part 2: **With Shelley McKay, Manager, Communications, Hamilton Public Library**
  - Thursday, May 14, 2026
  - 12:30-1:30pm ET | 11:30am-12:30pm CT
- Part 3: **With Karthi Rajamani, CEO, Pembroke Public Library**
  - Thursday, June 11, 2026
  - 12:30-1:30pm ET | 11:30am-12:30pm CT

Register

Board Succession Planning, Recruitment and Legacy

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Review of Resources from OLS

- **Document:** What you need to know as Councillor on a Library Board
- **Document:** 10 Things You Need to Know as a New Library Board Member
- **Sample Policy:** Elections in the Library (OP-15)
- **Board Training:** Governance 101 Training - coming Spring 2027
- **NEW Guide:** Library Board Succession Planning, Recruitment and Board Legacy

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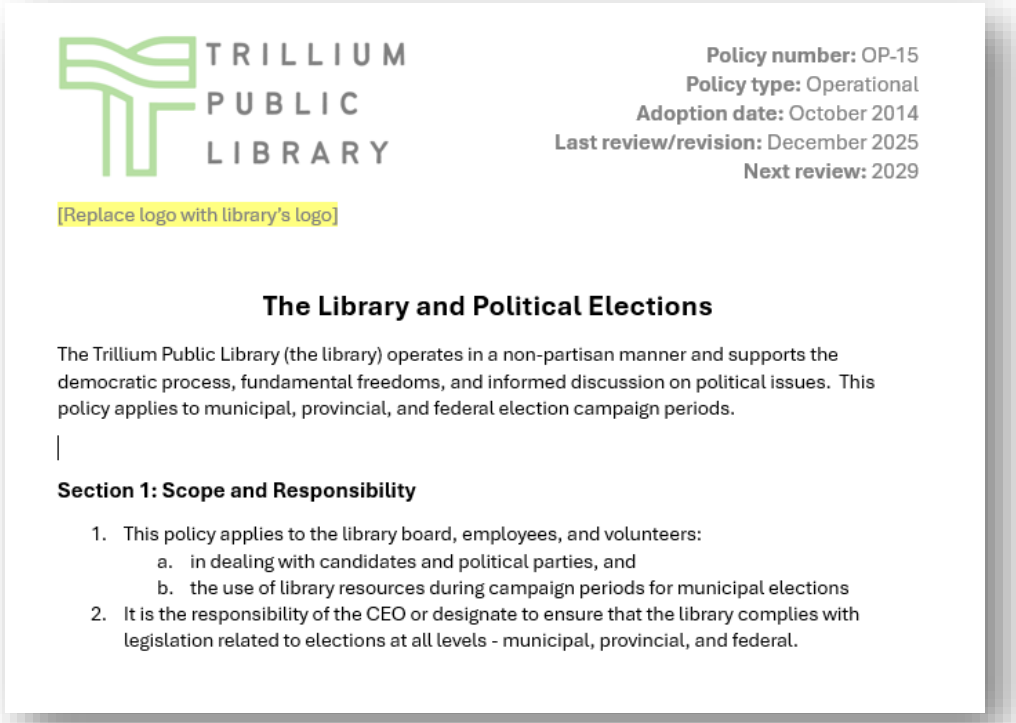
Familiar OLS Resources

Access the Resource

Access the Resource



TRILLIUM PUBLIC LIBRARY

Policy number: OP-15
Policy type: Operational
Adoption date: October 2014
Last review/revision: December 2025
Next review: 2029

[Replace logo with library's logo]

The Library and Political Elections

The Trillium Public Library (the library) operates in a non-partisan manner and supports the democratic process, fundamental freedoms, and informed discussion on political issues. This policy applies to municipal, provincial, and federal election campaign periods.

Section 1: Scope and Responsibility

1. This policy applies to the library board, employees, and volunteers:
   a. in dealing with candidates and political parties, and
   b. the use of library resources during campaign periods for municipal elections
2. It is the responsibility of the CEO or designate to ensure that the library complies with legislation related to elections at all levels - municipal, provincial, and federal.

Deadline for having rules in place is May 1.

Access the Policy

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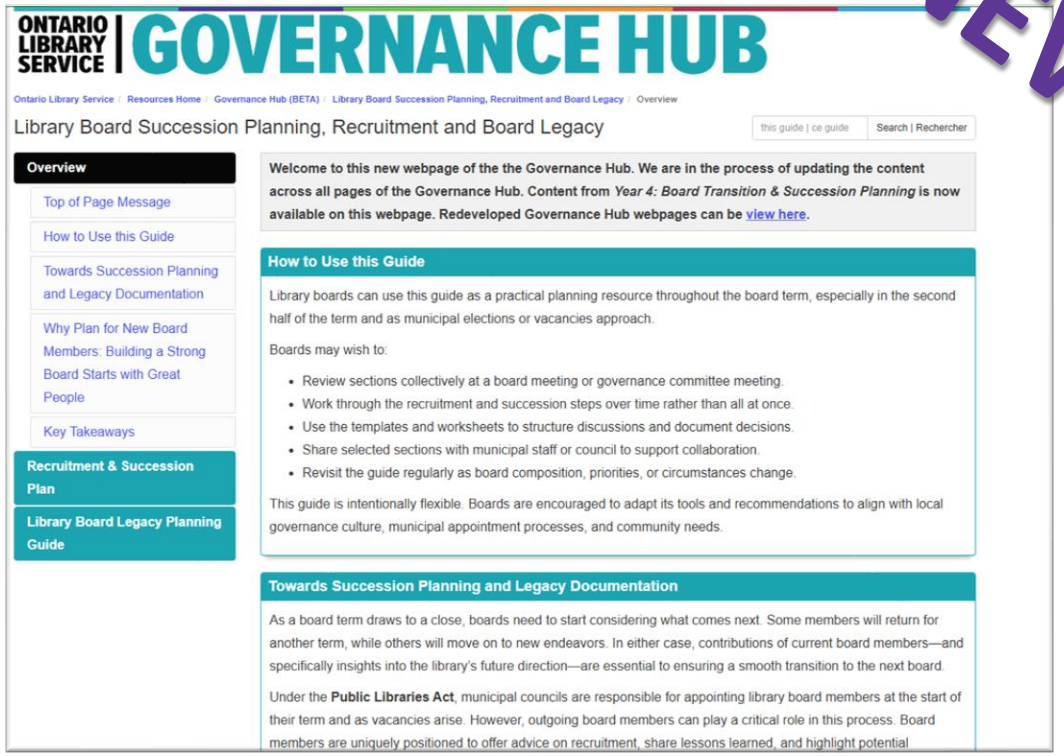
Library Board Succession Planning, Recruitment and Board Legacy

NEW!



This guide:

- provides information on the library's role in recruitment and appointments
- offers suggested steps for the recruitment and appointment process
- encourages boards to create legacy documentation

Visit the Guide

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Library Board Succession Planning, Recruitment and Board Legacy (continued): *The Suggested Steps*

- Step 1: Assess the Current Context
- Step 2: Define the Ideal Candidate
- Step 3: Communicate Needs to Council
- Step 4: Define the Library's Role in Recommendations
- Step 5: Recruit and Define the Commitment
- Step 6: Onboarding New Board Members
- Library Board Legacy Planning Guide

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The Board's Role in Succession Planning: Discussion

What is your library's role in the recruitment and appointment process?

What works well?

What could be improved?

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Fall Board Assembly Meetings

Fall 2026 Board Assembly networking meetings will take place virtually in November:

- Exact dates to be announced
- Based on population size

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Group Discussion / Roundtable

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Thank you!

Contact: consulting@olservice.ca

Feedback Survey: https://www.surveymonkey.com/r/BASpring2026

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