

Ontario Library Service Informal Library Chat

Summary Notes

April 28, 2022 – 2 pm ET (1 pm CT)

OLS Updates

- The Annual Survey of Public Libraries launched on January 26th and has a deadline of April 30th. The OLS has a webpage for the Annual Survey - <https://www.olservice.ca/funding-grants/annual-survey>. On that page, you will find the updated FAQ (carried over from last year) AND the holding information for the OverDrive provincial consortium and e-resources that you need for Section C. Three OLS staff have been assigned to the Peggy, Alexandra and Nancy – contact any of us to ask your question.
- In May, the OLS will hold CEO Networking meeting based on resident population served. If your population went over one of the thresholds or you serve a much larger community due to contracting municipalities, you can register for the meeting serving the “next” population range (or really attend one that best suits your availability) To register: <https://www.learnhq.ca/#/instructor-led-courses/823e81c0-0965-4c97-ab0b-b79a77abc6a1>.
- Training webinars continue with details in the Training Bulletin (sent out by e-mail at the beginning of April and posted on the OLS website at <https://www.olservice.ca/consulting-training/training>).
- **Municipal Election Policy:** OLS has developed a Trillium Public Library sample policy to address elements around the library and municipal elections. By May 1st, local boards (including library boards) need to set rules for the use of board resources during the campaign period. Thank you to FOPL and OLA for their recent advocacy work, website and guides can be accessed via the OLS website: <https://resources.olservice.ca/succession-planning/elections>
- **Webinar on Succession Planning and Board Transition April 29** Noon ET / 11am Central
<https://www.learnhq.ca/#/instructor-led-courses/ec8b1259-d062-40a7-ac41-67ed171b7c70>

COVID Snapshot of library services

Those in attendance were polled on a variety of current service levels for their libraries. See COVID-19 Snapshot of Library Services [document](#) for this week’s results (as well as results from the past 5 chats).

Discussion topics

Process for board succession

- The process seems to vary from community to community – often depending on current CAO/clerk. Some reported that they make packages to give out to prospective board members. Some reported that they are asked for input – including interviewing prospective board members and making recommendations. The final decision rests with the appointing council
- There was a question about members from contracting municipalities. While residents from a contracting municipality are eligible to sit on the library board, their appointment must come through the contracting municipality and be in line with the contract with that municipality and the community with the library board (e.g. if the contract says one member, that is how many can be appointed).
- It was also noted that responsibility for the advertisement is the responsibility of the municipality/county – and is often done along with potential appointments to other boards/committees such as the Police Service Board, Cemetery Board or Recreation Committee. It was suggested that the library could do social media posts that connect to their links though.

Responsibility for finances - Question about who does what – currently municipality does payroll and finances are done by the library but municipality now wants “all or nothing”. A few suggestions including making sure that there is a clear wording in an MOU about time commitment. Also remember that it is possible to use a payroll service and/or bookkeeper for this work

Board governance materials – The OLS is beginning to work on Year 1 of the Governance HUB <https://olservice.ca/gov-hub#four-year-cycle> and on preparing orientation materials. Looking for suggestions:

- Simply state why PLA reads as it does – and the independence of the library board as well as the role of the Library CEO.
- Provide information on boards – e.g. Police Board & Library Board and operating under specific legislation (so that this information can be shared with new council)
- Clearly explain - Operational vs. Policy Making vs. Working Board
- Use videos such as the The Board Chair Video (now posted at <https://resources.olservice.ca/gov-hub-videos-podcast>)

Note also: Cut to the Chase is an Ontario Library Association document and is undergoing a revision in time for the next board cycle.

The next Informal Library Chat is scheduled for June 2022, 10 am ET (9 am CT). Connection details will be provided via the “All Ontario CEO listserv” the Monday before
