

# STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD

## SUCCESSION PLANNING – LEGACY DOCUMENT

### I. Purpose

As per the **Board Succession Planning Policy** (approved in April, 2014; amended in September, 2018) the Library Board of the Stormont, Dundas and Glengarry County Library – hereafter known as ‘SDG Library’ – has prepared this Legacy Document to outline the Board’s successes and challenges during its mandate, with recommendations for initial steps to be taken by a new Board. This document can be used as an account of the goals, accomplishments and challenges of the past Library Board, and to provide information about the SDG Library’s vision, mission and values to newly appointed Board members during their orientation.

### II. Library Board 2015-2018

**Bill McGimpsey – Chair (2015-2017)**; Councillor, United Counties of Stormont, Dundas and Glengarry

**Evonne Delegarde – Chair (2017-2018)**; Councillor

**Barbara Lehtiniemi – Vice-Chair (2015-2016)**; public trustee

**Nolan Quinn – Vice-Chair (2016-2017)**; public trustee

**Margaret MacDonald – Vice-Chair (2017-2018)**; public trustee

**Frank Prevost (2015-2018)**; Councillor

**Victoria Middleton – (2015-2018)**; public trustee

**Colin Munro (2015-2017)**; public trustee

**Ronald Gillard (2018)**; public trustee

**Eric Duncan (Warden, 2015)**

**Jamie MacDonald (Warden, 2016)**

**Jim Bancroft (Warden, 2017)**; Councillor (2018)

**Karen Franklin, Secretary-Treasurer; Director of Library Services (staff)**

**Erika Heesen (2015) and Susan Wallwork (2015-2018)**, Communications & Marketing Librarian (staff)

## **Legacy Document 2015-2018**

### **Our Vision:**

During this term, the Library Board established the Library's new "Vision Statement" –

*The SDG Library connects people with ideas, their community and the wider world through innovative services, resources for literacy, independent learning, creative expression, leisure and civic engagement.*

### **Our Mission:**

The Board also introduced a new "Mission Statement" –

*Connect. Create. Explore.*

### **Our Goals:**

The goals of the SDG Library are:

- *Change the Perception of the Library in our Communities*
- *Preserve our Local History for Future Generations*
- *Commit to Mobile Library Services*
- *Safeguard and Enhance Funding Levels*
- *Review and Evaluate the Library's Collections and Services*

### **Accomplishments during this Term:**

- In-house development of *Moving Forward -- Strategic Plan, 2018-2022* (approved in June, 2018)
- Expanded community engagement and outreach with the "Pop-Up Library"
- Re-Branding begun (new brand approved in May, 2018)
- Formalized annual recognition of Volunteer efforts
- Introduction of "Library Express" alternative delivery depots, in partnership with local businesses in underserved areas
- Closure of three under-performing branches with facilities in poor condition
- Enhanced use of leased Mobile Services and Outreach vehicle
- Introduction of "Create and Connect" adult programs
- Introduction of Coding and STEAM programs for kids
- Introduction of "makerspace" collections, kits and activities – 3D printing, robotics, LEGO, virtual reality, sewing & needlework, gaming, and music
- Recipient of 2017 provincial Minister's Award for Innovation ("Library Express" depots)

- Increased awareness of Library services by local Municipal and County Councils
- Established rent increases for branch facilities

### **Challenges:**

- Engaging youth and 'middle' 20-40 year-olds in the Library
- Financial limitations mean slow and only partial implementation of new initiatives
- Very difficult to attract new users, especially in areas where there are no branches
- Spotty Internet coverage limits ability to deliver full range of public Library services
- Lone workers at branches are vulnerable and limited in what they can accomplish or offer to the public
- Perception that libraries are "a thing of the past", rather than valued as vital parts of communities and future (economic) development

### **Recommendations to the Incoming Library Board**

- An early expression of interest in the Board (potential Board members could attend current Library Board meetings, and/or engage in other opportunities to learn more about the role)
- Continue to evolve, and look to the future
- Advocate the Library's position as an important part of the social infrastructure of our communities

### **Projects worth consideration by the new Library Board:**

- Consideration of mobile services options -- Strive to bring services to people, and not simply expect them to come to the Library
- Advocacy with local municipal Councils to preserve and enhance local library facilities

## **III. Information for New Board Members**

The SDG Library Board, governed by the *Public Libraries Act*, R.S.O. 1990, c. P44, establishes an annual operating budget of over \$2,000,000. Most of the funding comes from the Council of the United Counties of Stormont, Dundas and Glengarry through the municipal tax levy. The rest comes from provincial grants, donations, fundraising and other miscellaneous sources. Council has final approval over the Library's budget. In 2018, the Board and staff developed a new Strategic Plan, which is the Library's current planning document.

### **Key Library Board responsibilities:**

- Selects and evaluates performance of the Director of Library Services;

- Establishes operating and administrative policies to govern the operation and programs of the Library;
- Determines the goals and objectives for the Library and secures adequate funds to fulfill those goals;
- Understands the needs of the community in relation to the Library and creates a link between the community and Library services offered;
- Promotes and advocates for the Library in the community and to municipal Council; and
- Oversees the budget process, with the understanding that County Council has final authority and approval for the Library budget, forming part of the (regional) municipality's consolidated budget.

**The *Public Libraries Act (PLA)* requires a Library Board member to be:**

- A Canadian citizen
- A resident of the United Counties of Stormont, Dundas and Glengarry
- Not employed by the Library Board or municipality
- At least eighteen years old

In addition to these general eligibility requirements, effective Board members should have:

- A reasonable understanding of the SDG Library and its role in the community
- An ability to work as a member of the team and participate in discussions
- Sound and independent judgment, a sense of fiscal responsibility, personal integrity, and initiative
- A sincere commitment to the Library's services and resources (including its employees), and be willing to champion the Library's efforts whenever possible

**Term of Office:**

Four years, to coincide with the term of the elected Council.

**Meetings:**

The Library Board holds regular meetings once a month for at least ten months each year (*PLA, R.S.O. 1990, c. P.44, 16*). Meetings are usually held at a branch of the SDG Library, and occasionally at the Counties Administration Building (Cornwall) – currently on the second Thursday of each month, between September and June.

Library Board members belong to the Ontario Library Boards' Association (OLBA), which holds annual conferences and sponsors other developmental activities.