

April 6, 2020

Ms. Cathy Saunders
City Clerk - The Corporation of the City of London
300 Dufferin Avenue, London, Ontario N6B 1Z2

Dear Ms. Saunders:

This letter is written in relation to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board.

On behalf of Mariam Hamou, London Public Library (LPL) Board Chair, I am forwarding a letter of resignation from LPL Board Trustee, Donna Vachon. The resignation letter is dated and effective March 25, 2020.

Per Ms. Hamou's direction, I am requesting that you begin the process of public notification and appointment. To assist in this matter, the LPL Board has provided a document listing criteria and answering questions for applicants, staff and those deciding on the appointment.

Taking into consideration the specific needs of the current Library Board, the addition of a trustee with a legal background – preferably a practicing lawyer – with strong ties the community would be a tremendous asset.

Again, please accept our thanks for all of your attention to this matter. Please do not hesitate to contact me should you require further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Ciccone', with a long horizontal flourish extending to the right.

Michael Ciccone
CEO & Chief Librarian
London Public Library
michael.ciccone@lpl.ca
519-661-5143

Michael Ciccone - LPL Board Resignation

From: Donna Vachon
To: Mariam Board , Michael Ciccone 3/25/2020 5:54 PM
Date:
Subject: LPL Board Resignation

Michael and Mariam

Please accept this email as my resignation as a board member of London Public Library. I have made this decision for personal reasons and please be assured that I have not made this decision lightly. My time as a board member - more than eight years - has been gratifying. Additionally, I have very much enjoyed my roles as a board member of Museum London and board liaison with the Friends of the Library. Would you please advise if further action is required on my part. Thank you.

Donna Vachon

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London Public Library Board Trustee Position

April 8, 2020

Library Purpose Statement

London Public Library (the Library) strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

Library Values

- **Community values:** access, community engagement, diversity & inclusiveness, open to all & nonjudgmental, intellectual freedom, privacy, respect, service excellence
- **Corporate values:** innovation, leadership, stewardship, transparency

Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership that embraces new ideas and forge strong relationships that will support the Library.

The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

The primary roles of the Library Board are to:

- Set the vision, purpose and strategic direction for the library and, using strategic planning techniques, map a strategy;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Impose fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library; and

London Public Library Trustees

Trustee Values

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the Library. The interests of the Library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the Library policies, which state that the Library believes that it is the right of all Employees, Board Members, Volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Supporting the Library in developing strategic partnerships with community groups and leaders.

In order to fulfill the above, the Library requires a well-rounded Board with competent, experienced trustees. The trustee's job requires the ability to work towards a vision and to think in broad, future-oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, purpose and value of the Library in mind while acting strategically.

The person appointed to the Library Board must be

- A Canadian citizen;
- At least 18 years old;
- A resident of London; and
- Not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

- Conviction that public library support of intellectual freedom is essential for a democratic society and uniquely important to the life of all Londoners and communities within London;
- Commitment to equitable access, diversity & inclusiveness
- Commitment to London and Londoners through active service to the community;

- Ability to seek and listen to input from all stakeholders and approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes;
- Experience with governance and successful strategic planning;
- Leadership experience;
- Business acumen; and
- Time and energy to devote to the work of the Board.

Time Commitment

- The Library Board holds a minimum of 7 monthly meetings a year – usually on the last Thursday of the month at 5:30. No meetings are held in July or August. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.
- On occasion, Board members will also participate in public participation meetings designed to seek public input on key library matters.
- Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.
- Board members are expected to represent the Library on committees such as the Historic Sites Committee of the Board, Friends of the London Public Library, the Ontario Library Boards' Association, Southern Ontario Library Service, etc. Time commitments vary according to the committee.
- Board members may also elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Compensation

Library Board Members are not compensated for time required to participate in the above activities.

Additional Information

[Canadian Federation of Library Association Statement on Intellectual Freedom](#)

[Board information posted to Library's website](#)

[Library policies](#)

[Cut to the Chase](#) document from the Ontario Library Board's Association

[Ontario Public Libraries Act](#)