



November 18, 2021

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.

As you've made us aware, Library Board Trustee, Mariam Hamou has been appointed to London City Council and is no longer eligible to serve on the Library Board, effective November 17, 2021.

Per Library Board Chair Jeremy McCall's direction, I am requesting that you begin the process of public notification and appointment. To assist in this matter, the Library 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, representing a racially marginalized community, with significant business leadership responsibility in the community would be our preference.

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](mailto:michael.ciccone@lpl.ca)  
519-661-5143



December, 2021

## **Purpose Statement**

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

## **Values**

- **Primary Values:** Exceptional Customer Service, Anti-racism and Anti Oppression
- **Secondary Values:** Strong Relationships, Digital Empowerment, Accountability & Responsibility and Foundational Literacies

## **New Strategic Plan**

On October 21, 2021, the Library Board approved the 2022-26 Strategic Plan. The five-year plan is intended to address both short and long-term goals that will transform library service to Londoners. A copy of the plan is linked below.

## **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 forges strong relationships in support of 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 role of the Library Board is 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; and
- 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.

## **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

anti-racism, 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 together 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 values 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 the Library's commitment to intellectual freedom is essential for a democratic society and uniquely important to the life of all

Londoners and communities within London. The Library uses the definition of “Intellectual Freedom” from the *United Nations Universal Declaration of Human Rights*, which states the following:

*Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.*

- Commitment to identifying and eliminating systemic racism;
- Commitment to community engagement;
- Knowledge of the community’s economic and social conditions
- Commitment to London and Londoners;
- 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, listen to opposing viewpoints and make reasoned decisions in order to attain positive outcomes;
- Experience with governance and successful strategic planning;
- Leadership experience;
- Aptitude for planning and project management and organizational skills
- Willingness to build knowledge and understanding of the broader library community; 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 unless it becomes necessary for staff to seek board approval on a time-sensitive matter. 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.

## **Additional Information**

[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](#)

[New Strategic Plan](#)