

Trent Lakes Public Library



Policy Type:	Governance	Policy Number:	GOV-04
Policy Title:	Policy Development	Initial Policy Approval Date:	October 2019
		Last Review/Revision Date:	2022
		Year of Next Review:	2025

In accordance with the **Public Libraries Act, R.S.O. 1990, c. P44**, s. 3(3), the Trent Lakes Public Library is under the management and control of the library board. The library board has the sole authority and responsibility for establishing policy. This policy directs the library board to develop and monitor policies.

Policies set the framework for the governance and operations of the library and provide direction to library board and employees. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and employees are responsible for knowing, understanding and complying with the policies of the Trent Lakes Public Library.

Section 1: Types of Policies

1. The work of the library is guided by policies in five main areas:
 - a) Foundation policies which record the board's decisions on vision, mission, and values
 - b) Board bylaws which establish the organizational structure of the library board and how it does business
 - c) Governance policies which define the responsibilities and regulate the work of the library board
 - d) Human Resources policies which guide relations with the staff
 - e) Operational policies which regulate the services and day-to-day operations of the library
2. The library policy documents will include policies related to volunteers and to fundraising.

Section 2: Responsibilities

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
 - a) the Chief Executive Officer or library staff;
 - b) a member of the library board;
 - c) the council;
 - d) government through legislative requirements;
 - e) a member of the community or general public.
2. The Library CEO will develop new policies as needed or draft revisions to existing policies for Board
3. The library board is responsible for the monitoring of policies and will:
 - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g. Occupational Health and Safety policies require annual review)
 - b) ensure that policies comply with the **Public Libraries Act** as well as any applicable municipal bylaws, provincial or federal legislation

GOV-04 Policy Development (continued)

4. The library board is responsible for approval of all library policies and will:
 - a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
 - b) approve all policies at a duly constituted board meeting.

Section 3: Policy Distribution

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the date of approval and the date of the next review.
2. A signed master copy of each approved policy to be housed in the CEO's office.
3. A print copy of the full suite of policies for the Trillium Public Library will be available at each library location for easy reference (*Alternately, you could specify a library intranet*)
4. Each Board member should have access to the full suite of policies for the Trillium Public Library (*SPECIFY if they get a print version, Thumbdrive or via a library Intranet*)
5. All the foundational (e.g.. Privacy, Intellectual Freedom, Diversity) and operational policies (e.g. Internet use, membership, circulation, collection use, online and social media, programming, rules of conduct) for the Trillium Public Library will be posted on the library's website,

Section 4: Consolidation and Rescinding of Policies

- a) **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
- b) **Rescinding:** As necessary, a policy may be removed with board approval from the suite of Trillium Public Library policies
- c) **Removal:** From time to time, a policy may be removed from the suite of Trillium Public Library policies and should be done with Board approval.

Related Documents:

Public Libraries Act, R.S.O.1990, c. P44