

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:	October 2020
		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

Section 2: Responsibilities

1. The library board will:
 - a) establish a schedule to review existing policies and will integrate this schedule into the board meeting agendas
 - b) ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws, provincial and federal legislation
 - c) where appropriate, delegate the development of operational policies to employees

Section 3: Policy Approval

1. The library board will:
 - a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
 - b) introduce a new policy or policy change through a motion at a duly constituted board meeting
 - c) approve all policies at a duly constituted board meeting

GOV-04 Policy Development (continued)

Section 4: Policy Distribution

1. All policies should be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.
2. The library board will:
 - a) include approved policies in the ***Trent Lakes Public Library Policy Manual***
 - b) ensure that all board members and employees have access to the policy manual
 - c) post policies on the library's website, when appropriate

Section 5: Considerations

1. The initiative to develop a new policy or to revise an existing policy can come from several sources:
 - a) the Chief Executive Officer
 - b) a member of the board
 - c) the council
 - d) government
 - e) a member of the public

Related Documents:

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