



Dryden Public Library Board

POLICY

SECTION: Governance	NO: GN-01
TITLE: Policy Development	Date: March 2024
	Next Review Date: March 2028

1.0 Scope of the Policy

- 1.1 In accordance with the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 3(3), the Dryden Public Library is under the management and control of the Library Board (the Board). The Board has the sole authority and responsibility for developing and maintaining policy.
- 1.2 Policies set the framework for the governance and operations of the Library and provide direction to Library Board members and employees. They are the tool for achieving the Library's mission. Board members and employees are responsible for knowing, understanding, and complying with the policies of the Dryden Public Library.

2.0 Types of Policies

- 2.1 The Board has 5 categories of policy:
 - 2.1.1 Board bylaws, which establish the organizational structure of the Board and how it does business.
 - 2.1.2 Foundation policies, which record the Board's decisions on vision, mission, and values.
 - 2.1.3 Governance policies, which define the responsibilities and work of the Board.
 - 2.1.4 Operational policies, which regulate the services and day-to-day operations of the Library.
 - 2.1.5 Human Resources, policies which define the responsibilities of the Board as an employer.

3.0 Responsibilities

- 3.1 The Library Board must:
 - 3.1.1 Establish a schedule to review existing policies.

- 3.1.2 Ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws, provincial and federal legislation.

3.2 The Library CEO must:

- 3.2.1 Make sure that Library staff are aware of Library policy.
- 3.2.2 Make policy suggestions and recommendations to the Board.
- 3.2.3 Maintain records and copies of all Library policy.

3.3 Library Staff:

- 3.3.1 Must read and sign-off on all Library policy.
- 3.3.2 May make policy suggestions to the Library CEO.

4.0 Policy Approval

4.1 The Library Board will:

- 4.1.1 Receive all policy changes, in draft, prior to the next scheduled Board meeting.
- 4.1.2 Introduce a new policy or policy change through a motion at a Board meeting.
- 4.1.3 Approve all policies at a Board meeting.

5.0 Policy Distribution

5.1 All policies should be written in a standard format and numbered by policy type. It should include the date of approval, the date of the next review and a history of when the policy was reviewed.

5.2 The CEO will keep the Dryden Public Library Policy Manual up to date. A printed copy of the Manual will be kept that is accessible to Board members and staff. All policies except Human Resources policies will be posted online.

6.0 Policy Development & Review

6.1 The need to develop a new policy or to revise an existing policy can come from anyone, including:

- 6.1.1 The Chief Executive Officer or Library staff
- 6.1.2 A member of the Board
- 6.1.3 The Council
- 6.1.4 Government/legislation
- 6.1.5 A member of the public

6.2 Policies will be reviewed at minimum once every four years.

6.3 Any Board member or the Library CEO may request the review of a specific policy at any regular Board meeting. The policy review will take place at the next meeting of the Board.

Related Documents:

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

History			
Approval Date:	November 18, 2021	Approved by:	A Barton
Amendment Date:	March 2022	Approved by:	M Benson
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	