



# Dryden Public Library Board

## POLICY

<b>SECTION: Governance</b>	<b>NO: GN-01</b>
<b>TITLE: Policy Development</b>	<b>Date: November 2021</b>
	<b>Next Review Date: November 2025</b>

### 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 library board has the sole authority and responsibility for establishing policy. This policy directs the library board to develop and monitor policies.
- 1.2 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 Dryden Public Library.

### 2.0 Types of Policies

- 2.1 The work of the Library is guided by policies in five (5) areas:
- 2.1.1 Board bylaws which establish the organizational structure of the library 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 regulate the work of the library 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 library board as an employer

### 3.0 Responsibilities

- 3.1 The Library Board is responsible for:

- 3.1.1 establishing a schedule to review existing policies and integrate this schedule into the board meeting agenda
- 3.1.2 ensuring that policies comply with the *Public Libraries Act*, any applicable municipal bylaws, provincial and federal legislation
- 3.1.3 where appropriate, delegating the development of operational policies to employees

3.2 The Library CEO is responsible for:

- 3.2.1 ensuring that library staff are aware of library policy and work in compliance with library policy
- 3.2.2 bringing forward policy suggestions and recommendations to the Board
- 3.2.3 maintaining records and copies of all current library policy

3.3 Library Staff are responsible for:

- 3.3.1 reading and signing-off on all library policy
- 3.3.2 working in compliance with library policy
- 3.3.3 bringing forward 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 duly constituted board meeting
- 4.1.3 approve all policies at a duly constituted board meeting

#### **5.0 Policy Distribution**

5.1 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.

5.2 The library board will:

- 5.2.1 Include approved policies in the Dryden Public Library Policy Manual
- 5.2.2 Ensure that all board members and employees have access to the policy manual
- 5.2.3 Ensure that members of the public have access to policies upon request.

## 6.0 Policy Development Considerations

6.1 The initiative to develop a new policy or to revise an existing policy can come from several sources including:

- 6.1.1 The Chief Executive Officer
- 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

## 7.0 Policy Review

7.1 The Dryden Public Library Board will review policy regularly. Policies will be reviewed at minimum once every four years.

7.2 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 subsequent meeting of the board.

### Related Documents:

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

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