

## Policy Development

Policy Number: **GOV-04**

Initial Policy Approval Date: **Apr. 2019**

Last Review/Revision Date: **Feb. 2023, 2024**

Year of Next Review: **2028**

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In accordance with the Public Libraries Act (the Act), R.S.O. 1990, c. P44, s. 3(3), the Port Colborne Public Library (the Library) is under the management and control of the the library board. The library board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the library and provide direction to the board and library employees. **From that framework, the CEO or designated employees can develop procedures and plans for the library operations.** Board members and employees are responsible for knowing, understanding, and complying with Port Colborne Public Library policies.

### Section 1: Types of Policies

1. The work of the library is guided by policies in four areas:
  - a) Foundation policies which record the Board's decisions on vision, mission, and values
  - b) Board by-laws which establish the organizational structure of the Board and how it does business
  - c) Governance policies which define the responsibilities and regulate the work of the Board
  - d) 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 legislation
  - e) a member of the community
2. **The Library CEO will develop new policies as needed or draft revisions to existing policies for Board approval.**
  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) and will integrate this schedule into the Board meeting agendas
    - b) ensure that policies comply with the Public Libraries Act as well as any applicable municipal by-laws, provincial and federal legislation
  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; 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 will be housed in the CEO's office.**
3. A print copy of the full suite of policies for the Port Colborne Public Library will be available at the library location for easy reference.
4. **Each board member should have access to the full suite of policies for the Port Colborne Public Library, in print if requested, or available on the library board portal on the website.**
5. **The current version of all foundational and operational policies for the Port Colborne Public Library will be posted on the library's website.**

### **Section 4: Consolidation and Rescinding Policies**



# Port Colborne Public Library

1. **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. In a general review of the library policies, it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.
2. **Rescinding:** As necessary, a policy may be revoked, repealed, or cancelled from the suite of Port Colborne Public Library policies. The rescinding of an approved policy should only be done with board approval and its removal should be noted on the schedule of policies.

## Related Documents:

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