



Policy Number: **GOV - 01**

Policy Type: **Governance**

Initial Policy Approval Date: September 16, 2015

Last Review/Revision Date: April 2019

June 2022

Policy Title: **Policy Development**

Year of next review: 2026

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 3(3), the Carleton Place 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 Carleton Place 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 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)
 - b) ensure that policies comply with the **Public Libraries Act** as well as any applicable municipal bylaws, provincial or federal legislation



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

Section 3: Policy Distribution

- 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.
- include the date of approval and the date of the next review.
- A printed master copy of each approved policy to be housed at the library, and as a PDF on Town of Carleton Place servers.
- Each Board member should have access to the full suite of policies for the Carleton Place Public Library. Clean copies of new or updated policies will be provided to Board members after policy approval, along with an updated Table of Contents.

Section 4: Considerations and Rescinding of Policies

- 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.
- Rescinding:** As necessary, a policy may be removed with board approval from the suite of Carleton Place Public Library policies
- Removal:** From time to time, a policy may be removed from the suite of Carleton Place Public Library policies and should be done with Board approval.

Related Documents:

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