



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: GOVERNANCE	NO: GN-04
TITLE: Policy Development	Date: February 2022
	Next Review Date: February 2025

1.0 Policy Statement

1.1 Per the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Leeds and the Thousand Islands Public Library is under the management and control of 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 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 Leeds and the Thousand Islands Public Library policies. The purpose of this policy is to direct the library board on developing and monitoring policies.

2.0 Types of Policies

2.1 The work of the Library is guided by policies in six (6) areas:

- Board bylaws which establish the organizational structure of the library board and how it does business
- Foundational policies which record the Board's decisions on vision, mission, and values
- Governance policies which define the responsibilities and regulate the work of the library board
- Financial policies which define the financial practices of the library board
- Operational policies which regulate the services and day-to-day operations of the Library
- 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:

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

3.2 The Library CEO is responsible for:

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

3.3 Library Staff are responsible for:

- reading and signing-off on all library policy
- working in compliance with library policy
- bringing forward policy suggestions to the Library CEO

4.0 Policy Approval

4.1 The Library Board will:

- receive all policy changes, in draft form, before the next scheduled board meeting
- introduce a new policy or policy change through a motion at a duly constituted board meeting
- 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 approval date and the next review date.

5.2 The library board will:

- Include approved policies in the Leeds and the Thousand Islands Public Library Policy Manual
- Ensure that all board members and employees have access to the policy manual
- Ensure policies are posted to the Library website as appropriate
- Ensure that members of the public have access to policies upon request
- Ensure policies are made available in accessible formats upon request, in accordance with the *Accessibility for Ontarians with Disabilities Act*.

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:

- Suggestions from the Chief Executive Officer, Library staff, or a member of the Board
- As a recommendation from a committee of the Board

- As a recommendation from Municipal council, or an individual councillor
- Direction from Provincial/Federal Government, including changes to applicable legislation
- Suggestions from a member of the public

7.0 Policy Review

7.1 The Leeds and the Thousand Islands Public Library Board will review policy regularly. Policies will be reviewed at minimum once every three 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			
Approval Date:	February 16, 2022	Approved by:	B. Lolley
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	