
Smiths Falls Public Library



Policy Type: **Governance**

Policy Number: **GOV-08**

Policy Title: **Policy Development**

Policy Approval Date: **November
23, 2021**

Last Review Date:

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44*, s. 3(3), the Smiths Falls 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 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 policies of the Smiths Falls Public Library.

Section 1: Types of Policies

1. The work of the library is guided by policies in six 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
 - f) Fundraising policies which guide the library's fundraising activities.

Section 2: Responsibilities

1. The library board will:
 - a) establish a schedule to review existing policies and will integrate this schedule into the board meeting agendas

- b) ensure that policies comply with the *Public Libraries Act*, any applicable municipal bylaws, provincial and federal legislation
- c) where appropriate, delegate the development of operational policies to employees

Section 3: Policy Approval

1. The library board will:
 - a) receive all policy changes, in draft, prior to the next scheduled board meeting as part of the agenda package
 - b) introduce a new policy or policy change through a motion at a duly constituted board meeting
 - c) approve all policies at a duly constituted board meeting

Section 4: 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 last date of review.
2. The library board will:
 - a) include approved policies in the *Smiths Falls Library Policy Manual*
 - b) ensure that all board members and employees have access to the policy manual
 - c) post policies on the library's website [will be done once policies are all up-to-date]

Section 5: Considerations

1. The initiative to develop a new policy or to revise an existing policy can come from several sources:
 - a) the Chief Executive Officer
 - b) a member of the board
 - c) the council
 - d) government
 - e) a member of the public

Related Documents:

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