

Policy: Governance - Policy Development

Effective Date: November 2012

Revision Date: April 2020⁵ Next Year of Review: 20²⁹

Purpose

The purpose of this policy is to provide a formal mechanism to create, revise, rescind, and approve policies for the Bruce County Public Library.

Scope

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Bruce County Public Library is under the management and control of the Board. The Board has the sole authority and responsibility for establishing governance policy, which the CEO is responsible for administering. ~~This policy directs the Board to develop and monitor policies.~~

Policies set the framework for the governance and operations of the library and provide direction to Board and staff, and volunteers. The policies are the tool for achieving the library's purpose and advancing the mission.

Board members, staff and volunteers are responsible for knowing, understanding and complying with the policies of the Bruce County Public Library and the County of Bruce.

Types of Policies

The Board develops and maintains policies in the following areas:

1. Foundation policies which record the Board's decisions on vision, mission, and values
2. Board bylaws which establish the organizational structure of the Board and how it does business
3. Governance policies which define the responsibilities and regulate the work of the Library Board
4. Operational policies which outline the means to achieve the Board's missions and goals and regulate the actions and service of the CEO and library staff
5. Policies related to volunteers, Friends of the Library, and fundraising

Responsibilities

1. The Library Board is responsible for all policies and will:
 - a. Establish a schedule to review existing policies and ensure and will integrate this schedule into the Board agendas. The Board will undertake a review of all Library policies are reviewed at least once every four years or as required by legislation. during its term of appointment. Additional policy reviews will take place as frequently as is deemed necessary.
 - b. Ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws, and provincial and federal legislation.
 - c. Receive all policy changes, in draft, prior to the next scheduled Board meeting
 - d. Introduce a new policy or policy change through a motion at a duly constituted Board meeting
 - e. Approve all policies or policy changes at a duly constituted Board meeting
2. The Library CEO will develop new policies as required or draft revisions to existing policies for Board approval.
3. The initiative to develop development of a new policy or the to-revision of an existing policy can come from several sources:
 - a. the Chief Executive Officer
 - b. a member of the Board
 - c. upper and lower tier municipal councils
 - d. provincial government
 - e. a member of the public

Policy Distribution

The Board will:

- a) include approved policies in the Bruce County Public Library Branch Manual
- b) ensure that All Board members, and staff, and volunteers have access to the current version of library policies on the Bruce County Public Library website.
- c) post policies on the library's website

Related Documents

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