

Madawaska Valley Public Library Policy Manual

Policy Type: Governance

Policy Number: GOV-05

Policy Title: Policy Development

Initial Approval Date: June 2012
Last Review/Revision Date: 2021
Review Date: 2025

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 3(3), the Township of Madawaska Valley Public Library (the Library) is under the management and control of the Township of Madawaska Valley Public Library Board (the Board). The Board has the sole authority and responsibility for establishing policy. 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. Policies are the tool for achieving the Library's purpose and advancing the mission of the Library. Board members and staff are responsible for knowing, understanding and complying with the policies of the 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 Board and how it conducts business;
 - c) Governance policies which define the responsibilities and regulate the Board's work;
 - d) Operational policies which regulate the services and day-to-day operations of the Library;
 - e) Human Resources policies which guide relations with the staff;
 - f) Policies related to volunteers and fundraising.

Section 2: Responsibilities

1. The Board will:
 - a) establish a schedule to review existing policies and will integrate this schedule into the Board agendas;
 - b) Ensure that policies comply with the *Public Libraries Act*, any applicable municipal bylaws, and provincial and/or federal legislation, as required;
 - c) Where appropriate, solicit input from employees for the development of policies

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Section 3: Policy Approval

1. The Board will:
 - a) Receive all policy changes, in draft, seven days prior to the next scheduled Board meeting
 - b) Introduce a new policy or policy revision 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 date of the next review.
2. The Board will:
 - a) Include approved policies in the *Madawaska Valley Public Library Policy Manual*
 - b) Ensure that all Board members and staff have access to the policy manual
 - c) Post policies on the library's website, if possible.

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 Board member
 - c) The municipal council
 - d) Provincial government
 - e) A member of the public

Related Documents:

Public Libraries Act, R.S.O. 199, c P44