

	GOVERNANCE - POLICY DEVELOPMENT	Approved Motion: 2023-23
		Initial Approval: May 18/23
		Last Reviewed:
		Next Review: 2027

Gov-1 Policy Development

In accordance with the **Public Libraries Act, R.S.O. 1990, c. P44**, s. 3(3), the Ramara Township 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. Board members and employees are responsible for knowing, understanding, and complying with Ramara Township Public Library policies.

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, purpose 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 the 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.

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) Council
 - d) government through Legislative requirements
 - e) a member of the community or general public
2. The Library CEO and/or an Ad Hoc Committee of the Board 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
 - 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:
 - a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
 - b) approve all policies at a duly constituted board meeting

Policy Distribution

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the date of approval and the date of next review.
2. A master copy of each approved policy to be housed in the CEO's office.
3. A copy of the full suite of policies for the Ramara Township Public Library will be available on the Library's website for easy reference.
4. Each Board member should have access to the full suite of policies for the Township of Ramara Public Library via the Library's website.
5. All the foundational (e.g. Privacy, Intellectual Freedom, Diversity) and operational policies (e.g. Internet use, membership, circulation, collection, social media, programming) for the Ramara Township Public Library will be posted on the Library's website.

Consolidation and Rescinding of Policies

- a) **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.
- b) **Rescinding/Removing:** As necessary, a policy may be removed with Board approval from the suite of Ramara Township Public Library policies.