

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: 2017

Review Date: 2021

Objective

To direct the Township of Madawaska Valley Public Library Board (the Board) to develop and monitor policies.

Scope

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 3(3), the Madawaska Valley Public Library is under the management and control of the Board. The 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 Board and staff. Policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of the Madawaska Valley Public Library.

Section 1: Types of Policies

1. The work of the Library is guided by policies in four 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.

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.

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.

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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