



Section of Policy Manual: Governance	Policy No. : GOV-05
Subject: Policy Development	Policy Approval Date: May 11, 2023
Year of next review: May 2027	Last Review/Revision Date: October 2016, April 2023

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

Section 1: Types of Policies

The work of the library is guided by policies in five areas:

- a) Foundation policies which record the Board's decisions on vision, mission, and values
- b) Procedural 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) Operational policies which regulate the services and day-to-day operations of the library
- e) *Personnel policies which guide hiring practices, training, development and evaluation of library staff.*

Section 2: Responsibilities

The Library Board will:

- a) Establish a schedule to review existing policies and will integrate this schedule into board meeting agendas



- b) Ensure that policies comply with the **Public Libraries Act**, R.S.O. 1990, any applicable municipal bylaws, provincial and federal legislation
- c) Where appropriate, delegate the development of operational policies to employees.

Section 3: Policy Approval

The Library Board will:

- a) Receive all policy changes, in draft, forty-eight (48) hours prior to the next scheduled board meeting
- 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 date of the next review.
2. The Library Board will:
 - a) Include approved policies in the **Gravenhurst Public Library Policy Manual**
 - b) Ensure that all board members, employees and members of the public have access to the policy manual on the library's website.

Section 5: Considerations

The initiative to develop a new policy or to revise an existing policy can come from several sources:

- a) Chief Executive Officer (CEO)/Chief Librarian
- b) Library Board
- c) Town of Gravenhurst Council
- d) Provincial or Federal governmental legislation
- e) a member of the public



Related Documents:

Public Libraries Act, R.S.O. 1990
GOV-17 TOR – Policy Committee