



Policy Type: **Governance**  
Policy Title: **Policy Development**  
Policy Number: **GOV 06**

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In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 3(3), the Brock Township Public Library is under the management and control of the Brock Township Public Library Board. The library board has sole authority and responsibility for establishing policy.

### **Definitions**

**Resolution** – A resolution is considered to be an official expression of opinion by the members of the Library Board regarding specific matters pertaining of governance or management.

**Motion** – A motion is considered to be an official proposal, presented at a duly authorized meeting of the Library Board, used by the Board to give authority for an individual, committee, or staff member, to act on behalf of the Board. Motions may also be used to receive reports and record Board decisions.

**Policy** - A policy is considered to be a written statement designed to guide the business/service management of the Brock Township Public Library as authorized by the Library Board.

### **Intent**

Policies set the framework for the governance and operations of the library and provide direction to the Board and staff. Policies are the tool for achieving the library's purpose and advancing its mission. Board members and staff are responsible for knowing, understanding, and complying with the policies of the Brock Township Public Library.

### **Types of Policies**

The Library Board develops and maintains policies in the following areas:

- Communications – policies that govern Board/Library communications with the media
- Facilities – policies that govern the number of branch sites, hours of operation, and security of branch facilities
- Foundation - policies which record the Board's decision on vision, mission, and values
- Governance - policies which define the Library Board responsibilities and regulate the work of the Board

- Health & Safety – polices regulating health& safety procedures for Brock Township Public Library employees
- Human Resources – policies that govern the hiring/dismissal management of staff, use of technology, employee accommodation, and maintenance of personnel files
- Operations - policies which regulate the services and day-to-day operations of the library
- Procedural Bylaws - policies which establish the organizational structure of the board and how it conducts business

### **Responsibilities**

The Board will:

- review policies on a bi-annual basis
- ensure that policy review is integrated into the Board agendas
- ensure that policies comply with the *Public Libraries Act*, any applicable municipal bylaws, and provincial and federal legislation

### **Policy Initiation**

Suggestions for the development of new policy, or the revision of an existing policy, may come from several sources:

- the CEO
- a member of the Library Board
- municipal council
- provincial government
- a member of the public

### **Policy Approval**

The Board will:

- receive new policies, or policy changes, three days prior to the next scheduled Library Board meeting
- introduce a new policy, or policy change, through a motion at a duly constituted Board meeting
- approve all policies at a duly constituted Board meeting

### **Policy Distribution**

All policies should be documented in a standard format, numbered according to policy type, and include approval/review history.

The Library Board will:

- include approved policies in the Brock Township Public Library Board manuals, both print and digital
- post policies on the library's website
- ensure that all board members and staff have access to the policy manual

### History

<b>Motion #</b>	<b>Date</b>	<b>Action (Approved, Amended, Reviewed)</b>
<b>2015-04-12</b>	<b>14 April 2015</b>	<b>Approved</b>
<b>2018-02-05</b>	<b>13 February 2018</b>	<b>Amended</b>