



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: GOV-10  
Title: Policy Development

Board Approval Date: April 9, 2024

Category: Governance  
Policy Replacing: Governance #4 (2020)

Year of next review: 2028

### **PURPOSE:**

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Bracebridge Public Library (Library) is under the management and control of the Library Board (Board). This policy establishes the Board's authority and responsibility for developing and monitoring policies.

### **POLICY STATEMENT:**

Policies set the framework for the governance and operations of the library and provide direction to the Board and employees. The policies are the tool for achieving the library's purpose. Board members and employees are responsible for knowing, understanding, and complying with the policies of the library.

### **Types of Policies**

1. The work of the library is guided by policies in five main areas:
  - Foundation policies which record the Board's decisions on purpose and guiding principles.
  - Board bylaws which establish the organizational structure of the Board and how it does business.
  - Governance policies which define the responsibilities and regulate the work of the Board.
  - Human Resources policies which guide relations with the staff and working conditions.
  - 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 and to fundraising.

### **Board Responsibilities**

- Establish a Committee of the Board to develop and monitor policies.
- Introduce a new policy or policy change through a motion at a scheduled Board meeting.
- Ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws, provincial and federal legislation.
- Where appropriate, involve employees in the development of operational policies.

## Policy Distribution

- The Board shall receive documentation of any changes to a policy brought forward for approval, as required, within a reasonable time period prior to the next scheduled Board meeting.
- All policies should be documented in a standard format; numbered according to policy type and include the date of approval.
- Approved policies will be included in the Bracebridge Public Library Policy Manual.
- All Board members and employees shall have access to the policy manual.
- Policies will be posted on the library's website, as appropriate.

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

- Chief Executive Officer
- Library staff
- Board member
- Bracebridge Town Council
- Government
- A member of the public

**Policy Committee** is a committee of the Bracebridge Public Library Board and shall:

- Ensure that the Board's policies meet the requirements of the *Ontario Public Library Guidelines* (OPLG)
- Establish a schedule to review existing policies for approval.
- Review all policies on a four-year cycle, or as required by the Board.
- There shall be a minimum of 2 Board members.
- The CEO and one library staff member will be part of the committee.

## Consolidation and Rescinding of Policies

1. **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. In a general review of the library policies, it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.
2. **Rescinding:** As necessary, a policy may be revoked, repealed, or cancelled from the suite of library policies. The rescinding of an approved policy should only be done with board approval and its removal should be noted on the schedule of policies.

**Previous Revisions:** Governance #4 (June 2020)

### Related Documents:

Public Libraries Act, R.S.O.1990, c. P44  
Board By-law (Temporary # 19-2) Composition of the Board  
Governance # 3 – Committees of the Board