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Policy Type:	<b>Governance</b>	Policy Number:	<b>GOV-04</b>
Policy Title:	Policy Development	Initial Policy Approval Date:	<b>May 30, 2018</b>
		Last Review/Revision Date:	<b>April 8, 2022</b>
		Year of Next Review:	<b>2026</b>

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In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44 s. 3 (3), the Mississippi Mills Public Library is under the management and control of the Library 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 Library board and staff. Board members and staff are responsible for knowing, understanding and complying with Mississippi Mills Public Library policies.

### **Section 1: 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, mission, and values including diversity and inclusion
  - b) Board by-laws which establish the organizational structure of the Board and how it does business
  - c) Governance policies which define the responsibilities and regulate the work of the Board
  - d) Human Resources policies which guide 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 also include policies related to volunteers and to fundraising.

### **Section 2: Responsibilities**

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
  - a) the CEO/Chief Librarian or Library staff
  - b) a member of the Board
  - c) the municipal council
  - d) government through legislative requirements
  - e) a member of the community or general public

2. The Board is responsible for the development and monitoring of policies and will:
  - a) develop new policies as needed or draft revisions to existing policies
  - b) where appropriate, delegate the development and revision of operational policies to staff
  - c) 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 (e.g., annual or two-year reviews)
  - d) ensure that policies comply with the *Public Libraries Act* as well as any applicable municipal by-laws, provincial or federal legislation
3. The 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

### **Section 3: 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 the next review.
2. MMPL policies will be available at the circulation desks for easy reference.
3. Each Board member will have online access to the full suite of policies for the MMPL.
4. All the foundational, operational, volunteer program and fundraising policies for the MMPL will be posted on the Library's website.

### **Section 4: Consolidation and Rescinding of Policies**

**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.

**Rescinding and Removal:** As necessary, a policy may be removed with Board approval from the suite of MMPL policies.

### **RELATED DOCUMENTS**

- *Public Libraries Act*, R.S.O. 1990, chapter P.44
- Ontario Library Service, Trillium Public Library: Sample Policies