

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 3(3), the Meaford 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 monitor policies. Policies set the framework for the governance and operations of the library, and provide direction to library board and employees. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and employees are responsible for knowing, understanding and complying with the policies of the Meaford 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 library board and how it does business;
 - c) Governance policies which define the responsibilities and regulate the work of the library board; and
 - d) Operational policies which regulate the services and day-to-day operations of the library.

Section 2: Responsibilities

1. The library board will:
 - a) establish an annual schedule to review existing policies annually and integrate this schedule into the board meeting agenda;
 - b) ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws, and provincial and federal legislation; and
 - c) where appropriate, delegate the development of operational policies to employees.

Section 3: Policy Approval

1. The library 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 change through a motion at a duly constituted board meeting; and
 - 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, and include the date of approval.

2. The library board will:

- a) include approved policies in the *Meaford Public Library Policy Manual*;
- b) ensure that all board members and employees have access to the policy manual;
and
- c) post policies on the library's website, when appropriate.

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 member of the board;
- c) the council;
- d) government; or
- e) a member of the public.

Related Documents:

Public Libraries Act, R.S.O.1990, c. P44

Approved: May 2016