 **CASSELMAN PUBLIC LIBRARY **

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**CASSELMAN, ON**

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| Policy Type: | Governance | Policy Number: | GOV-05 |
| Policy Title: | Policy Development | Initial Policy Approval Date:  September 21st, 2017 |  |
|  |  | Last Review/Revision Date: November 22nd, 2021 |  |
|  |  | Year of Next Review: November 22nd, 2026 |  |

**NOTE TO THE BOARD MEMBERS :  
FOR YOUR INFORMATION, BY-LAWS IN THE ‘GOV’ SECTION ARE SUBMITTED FOR YOUR UPDATE AND/OR APPROVAL.**

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 3(3), the Casselman 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 Casselman 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  
   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 a schedule to review existing policies and will integrate this schedule into the board meeting agendas  
 b) ensure that policies comply with the **Public Librairies Act**, any applicable municipal bylaws, provincial and   
 federal legislation  
 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  
   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.

1. The library board will :  
     
   a) include approved policies in the **Casselman Public Library Manual**  
   b) ensure that all board members and employees have access to the policy manual  
   c) post policies on the library’s website.

**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  
   e) a member of the public

**Related Documents:  
Public Libraries Act,** R.S.O. 1990, c. P44