REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: April 4, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: POLICY DEVELOMPENT AND REVIEW PROCEDURE

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Stratford Public Library is under the management and control of the Library Board. The Library Board is responsible for the establishment, maintenance and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation the Stratford Public Library.

POLICY DEVELOPMENT

A library must have a process for policy development. According to the Ontario Library Service, this process may be laid out in a preamble in a policy manual, or through the creation of a Policy Development Policy. At this time, Stratford Public Library does not have such a process for policy development formally in place.

Staff are recommending the creation of a Policy Development Policy rather than a preamble as library policies are posted individually online and not in a physical manual or single document.

The draft Policy Development Policy (attached) provides basic direction on policy creation and maintenance without being overly complicated.

POLICY REVIEW PROCEDURE

According to the draft Policy Development Policy, operational policies are to be reviewed every 3 years from the last review date and Governance policies are to be reviewed every 4 years, or more frequently if needed or required by legislation.

The majority of Board policies need review in 2023. Staff have included a review schedule for consideration.

It is being recommended that staff review policies as required prior to a Library Board meeting, providing a report recommending changes directly to the Board or to a Board subcommittee, for review and feedback. Approval of any changes would occur at a duly constituted board meeting.

BOARD ACTION

Submitted to the board for discussion, revision, and adoption

	POLICY: **Policy Development**		POLICY NO: **OP - ##**
Stratford PUBLIC LIBRARY	CATEGORY: **Governance**	LAST REVIEW / REVISION DATE:	SCHEDULED REVIEW DATE: APRIL 2027

Policy Development Policy

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Stratford Public Library is under the management and control of the Library Board. The Stratford Public Library Board is responsible for the establishment, maintenance and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation the Stratford Public Library

Board members and staff are responsible for knowing, understanding and complying with Stratford Public Library policies.

1. The Board shall ensure that all policies comply with relevant legislation, by-laws, policies and procedures.
2. The Board shall encourage the initiation and development of new policies, as required, to reflect changing organizational needs, priorities, and/or government legislation.
3. The Board shall assign the development of procedures resulting from Board approved policies to Library management.
4. The Board is responsible for establishing and reviewing all Governance policies for the Library.
5. The Board shall assign the responsibility of operational policy development to the Library CEO, as well as the implementation of any approved policy. Policies developed will be brought back to the Board for approval before implemented.
6. The Board shall review operational policies every 3 years from the last date of review. Governance polices shall be reviewed every 4 years from the last date of review, or as required by legislation. Any Library policy can be brought to the Board for updating outside of this schedule if the need arises.
7. All approved policies will be made public and posted on the Library website, with printed copies being available on request.
8. As necessary a policy may be removed or rescinded with **b**oard approval

Legal References:

- Public Libraries Act, RSO 1990, c P.44

ORIGINAL DATE ADOPTED			
DATE(S) AMENDED			

DRAFT

Stratford Public Library Board Policy Review Schedule

Board Policies	2023	2024	2025	2026	Notes
LB 01 Mission and Vision	X				Reviewed every 4 years
LB 02 SPL Board Governance By-Laws	X				Reviewed every 4 years
LB 03 Library Board Job Description	X				Reviewed every 4 years
LB 04 CEO Job Description	X				Reviewed every 4 years
LB 05 Delegation of Authority	X				Reviewed every 4 years
LB 06 Board Member's Code of Conduct	X				Reviewed every 4 years
LB 07 Committees of the Board	X				Reviewed every 4 years
LB 08 Strategic Plan	X				Reviewed every 4 years
Governance Policies	**2023**	**2024**	**2025**	**2026**	**Notes**
LG 01 Health and Safety Policy	X	X	X	X	Reviewed annually
LG 02 Workplace Discrimination, Harassment, and Violence	X	X	X	X	Reviewed annually
LG 04 Purchasing Policy		X			Reviewed every 4 years
LG 05 Sale and Disposition of Land					Reviewed every 4 years
LG 06 Use of Municipal Resources During an Election				X	Reviewed every 4 years
LG 07 Right to Disconnect				X	Reviewed every 4 years
LG 08 Emergency Preparedness Policy		X			Reviewed every 4 years
Human Resources	**2023**	**2024**	**2025**	**2026**	**Notes**
HR 01 Hiring and Management of Employees			X		Reviewed every 4 years
HR 02 Electronic Monitoring Policy				X	Reviewed every 4 years
HR 03 Staff Manual			X		Reviewed every 4 years
Operational Policies	**2023**	**2024**	**2025**	**2026**	**Notes**
OP 01 Room Rentals			X		Reviewed every 3 years
OP 02 Partnership Framework			X		Reviewed every 3 years
OP 03 Emergency Framework		X			Reviewed every 3 years
OP 04 Customer Code of Conduct		X			Reviewed every 3 years
OP 05 Program to Address Workplace Discrimination, Harassment, and Violence		X			Reviewed every 3 years
OP 06 Working from Home			X		Reviewed every 3 years