

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Governance	Policy Number: GOV-01
Policy Title: Policy Development	Policy Approval Date: 11/08/22
Chairperson: V. Duke	Policy Review Date: 11/26

**Intent:**

The Muskoka Lakes Public Library Board (herein after referred to as the Board) has the sole authority and responsibility for establishing policy. Policies establish the framework for the governance and operations of the Library. Policies also provide direction to Board and staff.

**Regulations:**

In accordance with the **Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3)**, the Muskoka Lakes Public Library (herein after referred to as the Library) is under the management and control of the Board. Board members and staff are responsible for knowing, understanding and complying with the policies of the Library.

**Procedures:**

**Section 1: Types of Policies**

The Board develops and maintains policies in five main areas:

- a) Foundational - which record the Board’s decisions on vision, mission, values, intellectual freedom, indigenous awareness and diversity and inclusion
- b) Bylaws - which establish the organizational structure of the Board and how it does business
- c) Governance - which define the responsibilities and regulate the work of the Board
- d) Operational – which regulate the services and day-to-day operations of the library
- e) Human Resources - which guide relations with the staff

The Board also develops and maintains policies regarding accessibility and volunteers.

**Section 2: Responsibilities**

The development of a new policy or the revision of an existing policy may be initiated by several sources:

- a) the Chief Executive Officer and/or library staff
- b) a member of the board
- c) the municipal council
- d) the provincial government through legislative requirements
- e) a member of the community or general public

The Board is responsible for monitoring policies and will:

- a) establish a Policy Committee (GOV-05 – Committees of the Board) to research, draft and recommend new policies or policy revisions as needed.



- b) establish a schedule to review existing policies and integrate this schedule into the Board agendas
- c) ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws provincial and federal legislation

The Board will:

- a) receive all policy changes, in draft, prior to the next scheduled Board meeting
- b) introduce a new policy or policy change through a motion at a Board meeting
- c) approve all policies at a Board meeting

### **Section 3: Policy Distribution**

All policies will be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.

Approved policies will be:

- a) included in the **Muskoka Lakes Public Library Policy Manual**
- b) posted on the Library's website (with the exception of Human Resource policies)
- c) accessible to staff and Board members

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

- a) 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.
- b) as necessary, a policy may be removed with Board approval

### **Related Documents:**

Public Libraries Act, R.S.O.1990, c. P44  
MLPL – GOV05 – Committees of the Board

