



SCUGOG MEMORIAL PUBLIC LIBRARY

POLICY TYPE / NUMBER:	BOARD 'B01'		
POLICY TITLE:	Policy Development		
AUTHORITY / CREATED:	Board	November 20, 2008	Reviewed:

Policy Statement

The Scugog Memorial Public Library has two Policy and Procedure Manuals: Board and Administrative.

Purpose

The purpose of the manuals is to:

1. Provide information, direction and support to the Library Board, employees and customers;
2. Guide relationships among members of the Library Board, employees and customers;
3. Ensure consistent application of policies and procedures;
4. Clarify responsibility and promote accountability by providing clearly written accessible policies and procedures; and
5. Serve as a practical orientation tool.

Complementary Documents

Generally, material from the following complementary documents is not repeated in the two manuals. Cross-referencing is used instead. Complementary documents include:

- Employment Standards Act
- Ontario Human Rights Code
- Occupational Health & Safety Act
- Workplace Safety and Insurance Board Act
- Public Libraries Act

Definitions

Board Policies - provide the framework for the way in which Directors meet their fiduciary requirements as individuals working together as Board. Policies include those that address governance, financial viability, strategic planning, stakeholder relations, self-assessment and accountability, monitoring organizational quality and effectiveness indicators and matters relating to its relationship with the CEO.

Administrative Policies - are those policies that direct the operation of the library on a day to day basis. Included are Finance, Personnel, Collections, Circulation, Facilities, Services, etc.

Policy Development Process

The following staff positions are responsible for developing policies and maintaining specific Policy Manuals:

Manual Name	Policy Writers	Consulted	Admin Support	Approval
Board	<ul style="list-style-type: none">• CEO	<ul style="list-style-type: none">• Library Board• Finance, Policy and Personnel Committee• CEO	<ul style="list-style-type: none">• CEO	<ul style="list-style-type: none">• Board
Administrative	<ul style="list-style-type: none">• CEO• Public Service Coordinator	<ul style="list-style-type: none">• CEO• Public Service Coordinator• Library Staff	<ul style="list-style-type: none">• CEO• Public Service Coordinator	<ul style="list-style-type: none">• CEO

The CEO is consulted regarding the need for policy revisions/updates.

When the need for a policy has been established, the policy writer will consult the current manuals to establish whether a similar policy is in place within any manual.

Before drafting a policy, research is completed. Examples: other relevant Library policies, consultation with the appropriate staff, research on similar policies from peer or provincial organizations. The decision is made regarding whether the proposed policy fits under the 'Board' or 'Administrative' mandate (as described in the '**Definitions**' section above).

Administrative policies - are drafted and approved by the CEO.

Board policies - Once a policy is drafted, the draft is forwarded to the Finance, Policy & Personnel Committee for comments.

Following the Committee's input the revised draft is ready for final approval by the Library Board. The original of All Board policies and procedures will be signed and dated by the Board Chair.

The CEO completes the manual according to the layout described in this policy and copies and distributes the policy to the appropriate staff.

Reviews and Revisions

Incidental Revisions

Policies and procedures in manuals are revised to reflect changes as they occur. All manual readers are welcome to submit suggested revisions to the CEO for consideration.

The CEO will maintain a policy and procedures file that includes suggestions, excerpts from team minutes, emails and incident reports.

Scheduled Reviews

In addition, all material in the manuals is reviewed, revised or reconfirmed every two years. This is done on a cyclical rotation. The CEO will notify the Finance, Policy & Personnel Committee in September of each year for completion of needed revisions by December.

Storage of Outdated Policies /Procedures

Outdated/revised policies and procedures are retained for future reference. Annually, the CEO stores two electronic copies of each manual.

Public Accountability & Transparency

Board policies, after receiving approval from the Board, will be posted on the SMPL website where they can be viewed by the public.

Contact Person: Board Chair, Chief Executive Officer
Cross Manual Reference: Admin A01 – Policy Development Procedure
Relevant Forms: N/A
Approval Date: November 20, 2008
Review Dates:
Revised Date:
Approved by: