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## Hastings Highlands Public Library

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**Area:** Governance  
**Policy Title:** Policy Development  
**Policy Number:** GOV-05

**Initial Policy Approval Date:** December. 11, 2012  
**Last Review:** November 27, 2019  
**Year of next review:** 2023

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In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 3(3), the Hastings Highlands Public Library is under the management and control of the board. The board has the sole authority and responsibility for establishing policy. This policy directs the board to develop and monitor policies.

Policies set the framework for the governance and operations of the library and provide direction to board and staff. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding, and complying with the policies of the Hastings Highlands Public Library.

### Section 1: Types of Policies

1. The board develops and maintains policies in seven 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 board and how it does business.
  - c) **Governance** policies which define the responsibilities and regulate the work of the board.
  - d) **Operational** policies which regulate the services and day-to-day operations of the library.
  - e) **Human Resources** which govern employee related topics.
  - f) **Fundraising** policies which oversee the raising and collecting of funds for the library.
  - g) **Volunteer** policies which outline the terms of service for volunteers.

### Section 2: Responsibilities

1. The board will:
  - a) establish a schedule to review existing policies and will integrate this schedule into the board agendas.
  - b) ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws provincial, and federal legislation.

## **Section 3: Policy Approval**

1. The 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.
2. The board will:
  - a) include approved policies in the ***Hastings Highlands Public Library Policy Manual***, located at the circulation desk.
  - b) ensure that all board members and staff have access to the policy manual.
  - c) post policies on the library's website.

## **Section 5: Considerations**

1. The development of a new policy or the revision of an existing policy can come from several sources:
  - a) the Chief Executive Officer
  - b) a member of the board
  - c) the council
  - d) provincial government
  - e) a member of the public
  - f) staff of the Hastings Highlands Public Library

### **Related Documents:**

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