



Otonabee – South Monaghan Public Library

Policy Type: **Governance**
Policy Title: **Policy Development**

Policy Number: **GOV-09**
Initial Policy Approval Date: **April 2026**
Last Review/Revision Date:
Year of Next Review: **April 2030**

Chair Signature: _____ Date: _____

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 3(3), the OSM Public Library is under the 'management and control of the Library Board'. The Library Board holds exclusive authority to create, approve, and oversee all Library policies. These policies form the foundation for Library governance and operations, guiding both Board members and staff. From that framework, the CEO and designated staff develop the procedures and operational plans needed to carry out Library services. All Board members and staff and volunteers are expected to understand and comply with OSM Public Library policies.

Section 1: Categories of Policies

1. Library operations are directed by policies in five key areas:
 - a. **Foundation policies** - capture the Board's decisions on mission, vision, and values
 - b. **Board Bylaws** – define the Board's structure and how it conducts its business
 - c. **Governance policies** – outline Board responsibilities and regulate Board activities
 - d. **Human Resources policies** – guide staff relations
 - e. **Operational policies** – govern services and daily operations

The Library's policy suite also includes policies related to volunteers and fundraising.

Section 2: Responsibilities

1. Initiating Policy Development

Request to create or revise a policy may originate from:

- a. the Chief Executive Officer or Library staff
- b. a Library Board member
- c. municipal council
- d. legislative requirements
- e. community members

2. CEO Responsibilities

The CEO drafts new policies or revisions as needed and submits them to the Board for approval

3. Board Responsibilities

The Library Board is responsible for the monitoring and approving all policies. The Board will:

- a. maintain a review schedule ensuring all policies are reviewed at least every four years, or more frequently when required by legislation (e.g. Occupational Health and Safety policies)
- b. ensure all policies comply with the *Public Libraries Act* and relevant municipal, provincial or federal legislation
- c. receive all draft policy changes, at least seven days before a scheduled Board meeting
- d. approve policies at a duly constituted Board meeting

Section 3: Policy Distribution

1. All policies should follow a consistent format, include a descriptive title, be numbered by policy type, and list both the approval date and next review date.
2. Staff access all policies through the OSMPL's Board webpage or Google Workspace
3. Board members access to all policies OSMPL's Board webpage and may request printed or USB copies
4. Current versions of all policies are posted on the Library's website

Section 4: Consolidation and Rescinding of Policies

1. Consolidation

Where appropriate, related information will be combined into a single policy. When new issues arise, the preference is to update existing policies rather than create new ones. During comprehensive reviews, multiple policies may be merged, and these changes must be tracked in the policy schedule.

2. Rescinding

Policies may be revoked or removed when necessary. Any rescinding of a policy requires Board approval, and the change must be recorded in the policy schedule.

3. Use of External Policy Templates and Expertise

Where appropriate, the Board and staff may rely on draft policies, templates, and subject-matter expertise provided by the Ontario Library Service (OLS) and/or the

Municipality. These resources may be adapted to meet the Library's specific operational, legal, and governance needs.

Related Documents:

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