



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Zoethout, Library Manager/CEO

**Meeting Date:** March 29, 2016

**Subject:** Report PPL16-018  
Policy Development Framework

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## Purpose

A report to inform the Library Board on matters concerning Library Policy Development.

## Recommendation

That the Library Board approve Report PPL16-018, dated March 29, 2016 of the Library Manager/CEO, as follows:

That the Library Board approve Policy PPL2016 – 1, regarding Policy Development.

## Budget and Financial Implications

There are no budgetary or financial implications from approving this report.

## Background

At the February 23, 2016 meeting of the Library Board of Trustees, Staff was directed to create in conjunction with the Board sub-committee, a policy planning framework/terms of reference. This resulted in the attached Policy Development Policy (Appendix A).

**Board Contributors:**

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Submitted by,

Jennifer Zoethout

Library Manager/CEO

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Attachment:

Appendix A: Proposed Policy Development Policy, PPL2016 - 1



## Appendix A

### Peterborough Public Library Policy Development

<b>Department</b>	Community Services	<b>Effective Date</b>	March 29, 2016
<b>Division</b>	Arts Culture & Heritage	<b>Approval Level</b>	Library Board
<b>Section/Facility</b>	Public Library	<b>Policy #</b>	PPL2016 - 1

#### 1) PURPOSE

The Board of Trustees of the Peterborough Public Library is a body charged with setting policy within its jurisdiction to govern library services. The purposes of the Board in establishing and publishing statements of policy and related procedures are: to provide a guide to staff and the Board in the delivery of library services and activities, business, human resources and administrative practices; to ensure consistency with the Library's values; and to inform the public and staff concerning matters of policy, services, and activities.

#### 2) APPLICATION

This policy and related procedures apply to all library staff, buildings, and the Library's Board of Trustees.

#### 3) THE POLICY

The Library and the Board shall conduct its services and activities, as well as its business, human resources and administrative practices in accordance with the requirements of all required legislation and the policies established by the Board.

The services and activities of the Peterborough Public Library are an important part of the Peterborough community. The library's mandate is to develop policies in accordance with the vision, mission, and values as approved by the Board.

The Library Manager/CEO is responsible for the implementation of policy throughout Peterborough's library system, for reporting to the Board on how its policies are being carried out, and for advising the Board on the need for policy change.

#### 1. Policies

- 1.1 Policies are the fundamental rules governing the Library's services, activities, and decision-making in relation to the organization and operation of the library. This also includes Board and committee meetings.

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These are the general principles setting forth strategic direction for the library's services and activities, administration, staff, and the Board in delivery of sound business, human resources and administrative practices.

1.2 Policies should:

1.2.1 reflect the vision, mission, values and objectives of the library

1.2.2 be specific in clear, concise language; and

1.2.3 be relevant to current and/or future operation of the library

**2. Section Headings**

2.1 The policies and administrative regulations of the Board will be detailed under the following section headings:

2.1.1 Foundational

2.1.2 Governance

2.1.3 Personnel

2.1.4 Operational

**3. Policy Approval**

3.1 The Library Manager/CEO or designate, shall ensure that all policies are reviewed for appropriate format prior to consideration for approval by the Board.

3.2 Draft policy may be proposed through a Board committee to the Board and/or by the Library Manager/CEO or designate directly to the Board.

3.4 The Board may seek input from stakeholders.

3.5 Approval of all policies is the responsibility of the Board.

**4. Policy Distribution**

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- 4.1 The Library Manager/CEO shall be responsible for the development and electronic posting of policies to the Library website, and have print copies available for distribution upon request.

## **5. Policy Review**

- 5.1 The normal review period shall be 4 years. Policies named for review will include those with changes recommended by the Library Manager/CEO or designate; those with recommended changes by committees of the Board, and those that reflect new practices or procedures.
- 5.2 As each new policy is developed, the date of approval shall be recorded.
- 5.3 Whenever a policy is adopted as revised, the date of revision shall be recorded.
- 5.4 A review of a particular policy may occur at any time at the request of the Board itself, through the Board's direction of a committee and/or as a result of a recommendation made by the Library Manager/CEO.

## **6. Procedures and Regulations**

- 6.1 Procedures
- 6.1.1 are the procedural guidelines developed by the CEO/Library Manager or designate supporting the intent of Board defined policy,
- 6.1.2 are the step-by-step procedures outlining specific requirements encouraging execution of the library policies,
- 6.1.3 all revisions of the procedures shall be approved by the Library Manager/CEO or designate,
- 6.1.4 include discretionary action of the Library Manager/CEO or designate, which are not part of the Board's policy.

## **4) AMENDMENTS/REVIEW DATE**

<b>Date (yyyy-mm-dd)</b>	<b>Section # amended</b>	<b>Comment</b>
2016-03-29		Adopted * <i>anticipated</i>
2020-03-01		Review

Authority: Public Libraries Act