



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: May 14, 2019

Subject: Report PPL19-024
Library Policy Review

Purpose

A report to provide the Library Board with a list of Library Policies and to set a review timetable.

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL19-024 dated May14, 2019, of the Library CEO as follows:

- a) That Report PPL19-024 be received for information;
- b) That a policy sub-committee be formed; and,
- c) That the policy sub-committee be directed to establish a policy review timetable.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

A list of current Library Policies is attached (see Appendix A). The list has been divided into Governance policies - to be addressed by the Board; and Operational policies - to be addressed by staff and brought to the Board for approval.

There are several policies which are due for revision.

It is recommended that a sub-committee be formed to properly review and update all Library policies. This sub-committee will be responsible for creating committee terms of reference, a policy review timetable and a policy framework.

A regular meeting schedule should be established as well as a process for ongoing policy maintenance.

Submitted by,

Jennifer Jones
Library CEO

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Attachments:
Appendix A - List of Current Library Policies

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Policy Type	Policy Name	Date last revised (yyyy-mm-dd)
Governance	Advocacy Policy	2005-04-26
	Board Evaluation	
	By-laws (Amendment of)	1910-10-03
	Committees of the Board	2001-06-04
	Composition of the Board and Terms of Reference (see MOU)	2018-06-25
	Delegations to the Library Board Policy	2012-02-28
	Duties and responsibilities of Individual Board members	2001-06-04
	Intellectual Freedom	2011-05-17
	Meetings of the Board (City's Adopted)	
	Planning Policy	
	Policy Development	2004-06-06
	Sponsorship (City's Adopted)	
	Statement of Authority and Powers of the Board (see MOU)	
Operational	Accessible Customer Service	2010-04-27
	Advertising Policy	2018-09-11
	Art Policy	2018-11-13
	Code of Conduct	2015-06-30
	Food Policy	2006-06-20
	Human Resources /Employment (City's Adopted)	1999-06-22
	Interlibrary Loan Policy	1997-05-27
	Internet and Computer Use Policy	2015-07-01
	Library Card Registration Policy	2017-03-28
	Materials Selection Policy	2017-11-21
	Membership Policy	2017-03-28
	Occupational Health and Safety (City's Adopted)	2009-04-06
	One Card Policy	2013-09-24
	Overdue Policy	2013-09-24
	Partnership Policy	2018-01-09
	Privacy Policy (MFIPPA)	2018-12-11
	Purchasing Policy (City's Adopted, by-law)	2009-01-03
	Refund Policy	2018-12-11
	Room Booking Policy	2017-06-27
	Safety, Security and Emergencies (City's Adopted)	
	Scent sensitivity - Striving to be Scent free (City's Adopted)	2018-07-30
	Unattended Children Policy	1996-09-17
	Video Surveillance Policy (City's Adopted)	2007-04-17
	Volunteer Policy	2005-02-20

Workplace Harassment and Discrimination Policy (City's Adopted)	2013-09-04
Workplace Violence Prevention (City's Adopted)	2013-01-01

Other items

Board/City MOU	2018-06-25
Collective Agreement - Local CUPE 1833	2015-12-31
Mission Statement (Strategic Plan)	2018-06-25
Values Statement (Strategic Plan)	2018-06-25
Vision Statement (Strategic Plan)	2018-06-25