



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** June 4, 2019

**Subject:** Report PPL19-030  
Policy Sub-Committee – update

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## Purpose

A report to provide the Library Board with an update from the Policy sub-committee.

## Recommendations

That the Library Board approve the recommendations as outlined in Report PPL19-030 dated June 4, 2019, of the Library CEO as follows:

That Report PPL19-030 be received for information.

## Budget and Financial Implications

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

## Background

The Library Board's policy sub-committee met briefly on May 24, 2019 to discuss the process and parameters for their meetings.

As this is a Board committee, meetings will be open for members of the public to attend. A schedule has not yet been set but, once known, all meetings will be advertised on the

Library's website under the Board's page:

<https://www.ptbolibrary.ca/en/about-your-library/board-of-trustees.aspx>

The sub-committee will be looking into a timeline for completion of the initial full review, a framework and a format for the policies, and a general maintenance plan for policy review ongoing.

Staff will be responsible for updating any operational policies and bringing them to the Board for approval. They will aim to bring 1 policy to each Board meeting for approval. A 3 year cycle was proposed for most Policies, with the understanding that any policy can be brought to the Board for updating as needs arise.

The sub-committee will begin with a review of the by-law and updating as needed before bringing it back to the Board for approval. The goal is to have the draft by-law up for approval at the September meeting. All governance policies should be on a 4 year review cycle in line with the term of the Board.

Submitted by,

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Library CEO

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