



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** February 11, 2020

**Subject:** Report PPL20-007  
Library Policy Review – Policy Development Policy

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## Purpose

A report to provide the Library Board with an updated Policy Development Policy.

## Recommendation

That the Library Board approve the recommendation as outlined in Report PPL20-007 dated February 11, 2020, of the Library CEO as follows:

That the updated Policy Development Policy be approved.

## Budget and Financial Implications

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

## Background

The Policy Development Policy (see Appendix A) is up for review. The newly proposed Policy Management and Development Policy (see Appendix B) provides updates in bold regarding the language and includes a policy update timeline. A three-year cycle is proposed for most Operational Policies with a four-year cycle suggested for Governance Policies, which corresponds with the term of the Board.

It is also understood that any policy can be brought to the Board for updating as required. i.e. changes to technology that would require the policy to be update, or a changed to the code of conduct in response to an issue of concern.

Submitted by,

Jennifer Jones  
Library CEO

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Attached:  
Appendix A – 2001 Policy Development Policy  
Appendix B – 2020 Policy Maintenance and Development Policy

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Appendix A – 2001 Policy Development Policy**1. Authority/Intent:**

Appointed by the Council for the Corporation of the City of Peterborough, the Peterborough Public Library Board of Trustees (Board) is responsible for the establishment, maintenance, and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Public Library.

**2. Compliance:**

The Board shall ensure that all policies comply with provincial Library legislation, By-laws, Policies and Procedures of the municipality and those of any other higher authority.

**3. Policy Development:**

The Board shall encourage the initiation and development of new policies as required to reflect changing organizational needs and priorities and/or government legislation.

**4. Policy Establishment:**

After due consideration, the Board shall establish clearly defined, written, and dated (including review date) policy statements in a consistent format to ensure stability, continuity, and accountability.

**5. Procedures Establishment:**

The Board shall assign the development of procedures to senior management and/or Board/Staff committees. The board shall review all procedures for inclusion with the policy statements.

**6. Policy Implementation:**

The Board shall assign responsibility of policy implementation to the Library Manager and/or the appropriate committee and shall continue to monitor its progress.

**7. Policy Evaluation:**

The Board shall regularly (at least every two years) review each policy and revise or delete as required to reflect changing organizational needs or priorities.

**8. Policy Manual:**

The Board shall maintain a current Board Policy Manual and supply a copy to all Board members and City officials as required.

<b>DATE:</b>	<b>BOARD APPROVAL:</b>	Reviewed & reaffirmed
	September 25, 2001	
<b>SCHEDULED REVIEW:</b>	May 2003	

Appendix B – 2020 Policy Maintenance and Development Policy  
(Items in **Bold** are primary changes.)

**The Peterborough Public Library Board of Trustees** (Board) is responsible for the establishment, maintenance, and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Public Library.

The Board shall ensure that all policies comply with provincial Library legislation, **municipal** By-laws, municipal Policies, Procedures, and those of any other higher authority.

The Board shall encourage the initiation and development of new policies, as required, to reflect changing organizational needs, priorities, and/or government legislation.

(#4 from 2001 removed)

The Board shall assign the development of procedures **resulting from Board approved policies** to **Library** management.

**The Board is responsible for establishing and reviewing all Governance policies for the Library.**

The Board shall assign **the** responsibility of **operational** policy **development to the Library CEO, as well as the** implementation of **any approved policy**.

The Board shall **review operational policies every 3 years from the last date of review. Governance policies shall be reviewed every 4 years from the last date of review. Any Library policy can be brought to the Board for updating if the need arises.**

**All approved policies will be made public and posted on the Library website, with printed copies being available on request.**