



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-026
Policy Sub-Committee - update

Purpose

A report to provide the Library Board with an update on the status of the Policy sub-committee.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-026 dated December 8, 2020, of the Library CEO as follows:

That the Library Board's policy sub-committee be reconvened to continue their work updating existing policies.

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 has been on hiatus since March 2020 as a result of the pandemic situation. As Library operations have resumed, it would be beneficial for the policy sub-committee to do so as well.

Prior to its hiatus, the sub-committee was able to establish a review timeline. A three-year review cycle is planned for most operating policies, with the understanding that any policy can be brought to the Board for updating as needs arise. All governance policies will be on a four-year review cycle in line with the term of the Board. A list of the current policies is attached (see Appendix A) indicating those that are operating vs governance.

The sub-committee should also be able to resume their review of the Library Board's by-law and update as needed before bringing it back to the Board for approval.

A consistent numbering system and format for policies is also recommended.

Submitted by,

Jennifer Jones
Library CEO

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Attachment: Appendix A - List of Current Library Policies

Appendix A - List of Current Library Policies

Policy Type	Policy Name	Date last revised (yyyy-mm-dd)
Governance	Advocacy Policy	2005-04-26
	Board Evaluation	2019-10-08
	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)	2017-05-30
	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	2019-05-14
	Food Policy	2019-09-10
	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	2017-04-01
	Occupational Health and Safety (City's Adopted)	2009-04-06
	One Card Policy	2013-09-24
	Overdue Policy	2013-09-24
	Partnership Policy	2019-01-09
	Policy Development Policy	2020-02-11
	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	2019-12-10

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