

# Georgina Public Library Board Policy Manual

## Policy Title: Policy Development & Review

### Category: Governance

#### Intent:

The intent of this policy is to guide the development and review of the policies of Georgina Public Library to ensure relevance, recentness, and practicality.

#### Regulations:

1. The Board is committed to continuous diligence with respect to developing, writing, and reviewing its policies.
2. At minimum, all policies should be reviewed once in the context of the Library Board's term.
3. Without limiting the nature of the policies to be developed, generally speaking the Board shall develop policies in the following three areas:
  - a) Governance
  - b) Library Services
  - c) Auxiliary Services
4. As required by the situation being addressed, the following may be used as a guide to the Board in the development of its policies:
  - a) Policies should only be developed, written, and implemented in areas that are the specific responsibility of the Board.
  - b) Policies should be developed and reviewed in two contexts:
    - i) In anticipation of a need; and
    - ii) In response to a need.
  - c) Policy development and writing should be delegated as a responsibility to an individual, working group, sub-committee, or staff member(s), according to the expertise required.
  - d) Consideration should be given to items such as:

# Georgina Public Library Board Policy Manual

- i) Does the Board have any legal responsibilities in the area?
  - ii) Is the Board's understanding of the issue up to date?
  - iii) Have other library boards or similar organizations tackled the same issue?
  - iv) Do existing templates or examples exist that the Board could draw upon in the development of its policy?
  - v) Where should the Board go for guidance?
- e) The Board should strive to ensure the wording, length, and clarity of the policy are appropriate to those who will be expected to implement it.
- f) In the course of development, the Board should strongly consider consulting with appropriate stakeholders as policies are most effective if those affected are consulted, are supportive, and have the opportunity to consider and discuss the potential implications of the policy prior to implementation.
- g) The Board should also consider the need for specific procedures to support the policy. In the course of this decision, the Board should consider whether there is a need for clear guidance regarding how the policy will be implemented, and by whom, and take into account answers to the following:
- i) Who will be responsible for developing these procedures?
  - ii) When will this be done?
  - iii) What will be the processes for consultation, approval, and implementation?
- h) With respect to implementation, the Board ought to consider how the policy will be communicated and to whom, and whether or not training will be required to support the implementation among staff and volunteers. Also, if the policy is of sufficient importance to compel a public announcement.
- i) The Board should plan for and establish the monitoring and reporting required to ensure that the policy is implemented properly and to assess the impacts and feedback from its usage.

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- 5. Policies will be kept current with copies available to all Board members and library employees. Policies are available to the public upon request.

POLICY HISTORY:	
Initial Draft Presentation	August 25, 2016
Policy Approval	August 25, 2016
Policy Review	