

Chatham-Kent Public Library

Board Governance Policy

Policy Development

Why

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), Chatham-Kent Public Library is under the management and control of the Library Board. The Library Board has the sole authority and responsibility for establishing policy. This policy directs the Library Board to develop and monitor policies.

Policies set the framework for the governance and operations of the library and provide direction to Library Board and staff. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of Chatham-Kent Public Library and the Municipality of Chatham-Kent.

Types of Policies

The Board develops and maintains policies in four areas:

1. Foundation policies which record the Board's decisions on vision, mission and values
2. Board bylaws which establish the organizational structure of the Board and how it does business
3. Governance policies which define the responsibilities and regulate the work of the Board
4. Operational policies which regulate the services and day-to-day operations of the library.

What

1. Governance and operational policies shall include three sections: Why, What and How. The Why statement defines the background and general context for the policy while the What section sets any restrictions on limits. Finally, the How portion identifies who is responsible for implementing the policy as well as how and when implementation shall occur.
2. All policies shall be reviewed once during the Board's four-year term.

3. No policy shall contravene the Public Libraries Act, R.S.O. 190, any applicable Municipality of Chatham-Kent bylaw or Provincial or Federal legislation. If there is a doubt as to whether the policy contravenes any of the above, a legal review shall be required.
4. All policies shall be consistent with the Library mission, values and goals.

How

Initiation

1. Initial suggestions for policy development may come from Board members, committee members, library staff, municipal council, provincial government or other funding agencies.
2. The Board will move to send policies to be developed to an appropriate committee or staff.

Approval

1. A policy recommendation may be introduced through a motion at a duly-constituted Board meeting.
2. The motion may be tabled for a second reading at a subsequent meeting or passed at the initial meeting.

Distribution

1. Following approval of a policy, the CEO/Chief Librarian shall ensure that all Board members and staff have access to the policies and post a copy on the library website, when appropriate.
2. All policies shall be coded according to policy type and shall indicate the date of approval and the date of the next review

Monitoring

Policies shall be reviewed once per Board term.

Issue Date: January 2018

Board Approved Date: October 2022

Date to be Reviewed: 2026

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Background Documents: Public Libraries Act, R.S.O. 1990, c. P.44

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.