

Policy Type: **Governance**

Policy Number: **G-5**

Policy Title: **Policy Development and Maintenance Policy**

Policy Approved: November 2023
Effective: January 2024 - December 2026

1. PURPOSE

1.1 The Windsor Public Library Board is responsible for establishing, monitoring and reviewing library specific policies which set the framework for the governance of the library and provide direction to employees.

2. SCOPE

2.1 The Windsor Public Library Board, within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the *Municipal Freedom-of-Information and Protection of Privacy Act (MFIPPA)*, *Copyright Act*, *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, and other laws governing intellectual property.

2.3 The Policy Development and Maintenance Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the WPL Mission, Vision, Values and Customer Service Pledge:

WPL Mission Statement: “The mission of the WPL is to enrich our community by providing access to resources that inform and entertain.” “We believe in the freedom to read, learn and discover.”

3. POLICY DEVELOPMENT

The Windsor Public Library Board shall:

3.1 Ensure that policies comply with the *Public Libraries Act*, the Operating Agreement of December 9, 2014, the Amending Agreement of March 21, 2017, and the City’s *Policy on Policies Framework*, plus municipal bylaws, provincial and federal legislation.

3.2 Approve new and revised policies with:

- a) 21 days public notice of the intended amendment.
- b) 2/3 majority of the votes cast at a duly constituted Board meeting.

3.3 Delegate the development, implementation and evaluation of library operating procedure, based on Windsor Public Library policies, to the CEO.

4. POLICY MAINTENANCE AND REVIEW

4.1 The CEO is responsible for the maintenance of the Windsor Public Library policies.

4.2 All library specific policies shall be reviewed by the Board on a 3 year schedule.

5. POLICY EDUCATION AND TRAINING

5.1 The CEO is responsible for policy training of the Board and employees.

5.2 Board members and employees are responsible for knowing, understanding, and complying with the policies of the Windsor Public Library.