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Governing Statement on Policy Administration

1. PURPOSE

In accordance with the [Public Libraries Act, R.S.O. 1990, c. P44](#), s. 3(3), the Brampton Library is under the management and control of the Brampton Public Library Board. The Board is responsible to ensure that the Library has effective policies in place for the governance and operations of the Library. This policy establishes the framework and processes that will be followed for the creation and approval of a new policy and the review of all policies created and maintained by the Brampton Public Library Board to ensure consistent and effective outcomes in the creation and maintenance of policies.

2. DEFINITIONS

- 2.1. **Board** – Refers to the Brampton Public Library Board.
- 2.2. **By-law** – Is a rule adopted by the Board and/or City Council to govern the way in which the Board is structured and conducts the business of the Library.
- 2.3. **CEO** – Chief Executive Officer of Brampton Library.
- 2.4. **Director, Business Management and Operations (BMO)** – Director of finance, facilities and legislative compliance.
- 2.5. **Library** – Brampton Library, its employees and property
- 2.6. **Policy** – A declaration by the Brampton Public Library Board in respect to a purpose, goal, objective or other intent or expectation as to how the Library Board will conduct its business and what results will be achieved through the operation of the Library.
- 2.7. **Procedure** – A declaration adopted by the Library to implement and comply with Library Board by-law or policy, or to facilitate operation of the Library.

3. TYPES OF POLICIES

The Library is subject to policies from seven areas:

- 3.1. **Foundation** - Board's decisions on vision, mission, and values.
 - 3.2. **Human Resources** - Personnel-related work activities and government legislation regarding employees
 - 3.3. **Governance** - the organizational structure of the library board and how it does business
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3.4. Customer Service - Customer related interactions and concerns

3.5. Community Relations - Library relationships with organizations and people outside of the Library

3.6. Finance - Purchasing and procurement opportunities for the Library

3.7. Operations - Services and day-to-day operations of the library

4. RESPONSIBILITIES

The Board is responsible for approving any new policies. The Board is responsible for approving by-laws and policies attached to legislation or finance.

The CEO and senior management team members are responsible for managing policies regarding operations and customer service.

The Records Management List outlines responsibilities and timelines for approval and review.

5. POLICY CREATION

If a need for a policy is determined by the Board, the appropriate staff will be designated to complete the necessary research and analysis to create a draft policy.

The CEO will present the draft policy to the Board for discussion and approval.

Board level policies will be published on the Brampton Library website. Additional policies may be published at the discretion of the CEO.