

## **Strathcona Public Library**

Specialized Municipality: Population in 2001 69,268

**Policy Number:** GV 2

**Policy Title:** Policy on Policy Making

**Policy Status:** Not required under Act or Regulation

**Date Approved:** February 8, 1988

**Date Amended:** May 8, 1989; April 8, 1991; March 9, 1992; June 8, 1992; June 13, 1994; May 12, 1997

**Date for Review:** 2000

---

### **Statement of Intent :**

The Board, given the authority under the Alberta Libraries Act for the management of Strathcona County Library, assumes with that authority the duty for developing policies related to the framework, governance and operation of the Library .The Board recognizes that the development of policy is a process for providing effective parameters and guidelines for action of all its committees and staff. The Board expects all staff to be knowledgeable of those polices that relate to their duties and actions.

Where the Board has not developed specific operational policies, those set out in the Strathcona County Municipal Policy Handbook shall guide the operations of the Library .Any exceptions to this practice will be listed in an Appendix to this Policy.

### **Organizational Channel for Policy Making:**

Without limiting the generality of welcoming staff and membership input and contributions, the Board reaffirms it will seek the input of the Library Director on Board policies pertaining to the governance and operation of Strathcona County Library.

1. Initial suggestions for policy development may come from staff, trustees, Board standing committees, members of the community, and the Strathcona County Municipal Policy Handbook. Policies drafted by Board Standing Committees will come directly to the Board for approval. Any other draft policies will be submitted to the Policy and Planning Committee for review.
2. All policies and changes to them shall be approved by means of a motion at a duly convened Board meeting and recorded in the minutes of that meeting.
3. All approved policies shall be given a number and title: and shall be signed by the Board Chairman, indicating the date of approval. Copies of the approved policy shall be distributed to all Board members and to each department of the Library, for inclusion in their copies of the Library Policy Manual.
4. The minimal review date for evaluation and review of each policy shall be specified in the policy and shall be fixed by approval of the Board. Each policy shall be reviewed at least once in every three years.
5. As the need arises, annually at a minimum, the Director shall make recommendations to the Policy and Planning Committee regarding policies to remain in effect, or to be revised, added or deleted.
6. The Director is responsible for the administration of programs and for implementation of policy.

Approved (Signature here)

Board Chairman

Date May 15.97