

TOWN OF MCLENNAN LIBRARY BOARD
POLICY ON POLICY MAKING

The Town of McLennan Library Board is given authority under the *Libraries Act*, to develop policies relating to framework, governance and operation of the Library.

The Board believes that the development of policies provides effective parameters and guidelines for action of all its members and staff.

Guidelines:

1. Prior to approving new policy, the Board will ensure that policies comply with relevant federal, and provincial legislation and with existing Board policies and agreements.
2. Initial suggestions for policy development may come from:
 - Board members
 - The Library Manager or staff
3. All policies and changes to them shall be approved by means of a motion at a regular Board meeting and recorded in the minutes of that meeting.
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 a minimum every three years.
5. The Library Manager may, as the need arises, annually at a minimum, recommend to the Board policies to remain in effect, to be revised, added or deleted.
6. In situations where there is no Board policy or insufficient policy to guide actions, the Library Manager shall take an appropriate course of action.
7. Copies of all approved or amended policies shall be filed with the Alberta Municipal Affairs Public Library Services and the Peace Library System and shall be distributed to all Board members for inclusion in their copy of the Library Policy and Procedure Manual. All approved or amended policies will be made available to the public upon request.

Approved: May 2015
Reviewed: December 2018
Revised: February 2019
Next review: January 2021
Board Chair:

