London Public Library

REPORT TO THE LIBRARY BOARD

MEETING DATE: SEPTEMBER 23RD, 2010

Session:	Public Session
Subject:	Policy Development and Review
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Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision: Approval ☑

Recommendation

It is recommended that the Library Board approve the following:

- **Actions identified for all of the policies, itemized in Appendix 1 of this report.**
- **Library Board policy framework and content, itemized in Appendix 2 of this report; and**
- **Four-year Board policy review schedule, as outlined in this report, to ensure that all Library Board policies are reviewed within the term of the Library Board.**

Purpose

The purpose of this report is to provide:

- Recommendations on the deletion of outdated and superseded Board policies;
- An updated Board Policy Manual, 2006 to the present;
- Identification of policies still requiring development and review; and
- A model for an ongoing, 4-year review schedule for all Board policy.

Background & Review

The Library Board, at its meeting of June 24th 2010, received an update on the framework for the development and review of Library Board policy. Library Board policy has been in the process of development and review since 2006 when the Library Board received the document "*Framework for Library Board Governance*" and directed Administration to begin to develop governance and means policies for Board approval.

The Library Board was advised that as a next step in this process Administration would be presenting recommendations for the de-accessioning or review of suspended or outdated policies, developed **before** 2006 in order to ensure that the Library Board policies are:
- Relevant to our current operations and strategic plan;
- Clearly articulated; and
- "Board level" as opposed to "operational level" policies established by the Chief Executive Officer, through delegated powers from the Library Board.

The Library Board also requested that Administration develop and bring forward an ongoing policy review schedule to ensure that during its term, a Board has the opportunity to review all Board level policies at least once (or as required).

Issue / Opportunity

The Library Board has been actively reviewing and developing policy related to governance and means since 2006.

These new policies have become part of the current Board Policy Manual, which has existed to record policy since 1969. While this large collection of policies has had partial reviews over the years and new policies have been adopted since 1969, a systematic review of all old policies has not been undertaken. Consequently, there are policies "on the books" since 1969 which are not relevant to the London Public Library today.

Furthermore, many of these older policies (previously approved at the Board level) are "operational" in content and application. Under the new "*Framework for Library Board Governance*" and with the development of governance policies, many of these policy areas now are under the direct responsibility of the CEO.

Library Policy Taxonomy

The new Library Board policy taxonomy has three categories. The three categories of Board policy are:

Governance: The Board establishes governance policies which define the unique responsibilities of the Library Board within the organization.

Means: The Board establishes means policies which define: the core values, ethical behaviours and high level legislated requirements and responsibilities; how it will undertake community consultation, stakeholder relations; and the planning and development of services. The Board's means policies are foundational in that they advance the vision, mission, values and strategic direction of the Library.

Operational Linkage: The Board establishes high level operational linkage policies that govern areas of Library's operations, where the Board deems itself to have specific accountabilities not delegated to the CEO, in areas of public interest or legislation. The Operational Linkage policies are integral to the development and application of Operational policies and direct the services and activities that are represented in the Balanced Score Card Strategy Map and the LPL Service Excellence Model.

These policies will be retained in electronic format as part of the LPL records management program, which will include a regular review process to ensure that policies are up to date, consistent with the current legislative environment and aligned with the Library's strategic plan.

Library Board Policy, Consolidation and Review, 1969-2005

Appendix 1 of this report contains a consolidation of all Board level policy, 1969 to 2005, along with a recommendation regarding Board action. These policies are still in "on the books" and actions need to be taken in order to update the consolidated Board Policy manual. The recommended actions are outlined in the following chart:

Recommendation	Explanation
Delete	Outdated; delete with no further action required
Delete and replace	Policy is not applicable as written: delete and replace with new policy under development or one that is already in effect
Delete and retain revised policy	Delete and replace with a new policy that does not have the same name
Delete as Board policy, delegated to CEO	Identified as operational policy; CEO responsible for development, review, etc.
Retain revised policy	Updated policy in place
Retain and review	Keep the policy active until review

Library Board Policy, Consolidation, 2006 to Present

Appendix 2 of this report contains a consolidation of Library Board Policy, reviewed and updated from 2006 to the present. It includes policies from the previous consolidation, which Administration has recommended to "retain and review". Once the policies and recommendations in Appendix 1 have been addressed, this consolidation will become the official record of Library Board Policy. New policies will be added as required.

Board Policy Review Schedule

The policies in Appendix 2 of this report include a proposed review date. These dates are established on the following assumptions:

- All Library Board policy must be reviewed at least once within the current term of the Board.
- Library Board policy which addresses a specific issue or which has a review date that is legislated may be reviewed more frequently.
- The Library Board may request or Administration may recommend a review of a Board policy whenever it is deemed desirable.

The review schedule will be structured throughout the term of the Board, as follows:

Year 1: A review of Means policies, with the exception of M-01, *Intellectual Freedom;*

Year 2: A review of Operational Linkage policies that relate to Community Perspective;

Year 3: A review of Operational Linkage policies that relate to Internal Processes, Organizational Readiness and Financial Perspective; and

Year 4: A review of all Governance policies and M-01, *Intellectual Freedom.*

The policies listed below are currently designated to be reviewed on an annual basis:

C-C-04   *Internet Service Access*
(Library Board Motion L08/57)

OR-L-01   *Health and Safety Commitm*ent
(Ontario Occupational Health & Safety Act. RSO 1990 Ch. C.01)

OR-L-02   *Workplace Violence Prevention*
(Ontario Occupational Health & Safety Act. RSO 1990 Ch. C.01)

OR-L-03   *Workplace Harassment Prevention*
(Ontario Occupational Health & Safety Act. RSO 1990 Ch. C.01)

Next Steps

Following approval of the recommendations, Administration will:

- Update and complete all Board level policy records, adjusting format and review dates as required;
- Develop and review those policies, indicated as "under review" or "under development" in Appendix 2; and
- Continue to develop and maintain the concordance of Board and Operational level policies.