



OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL

Board Motion Number:	2022-04	Date of Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	

POLICY DEVELOPMENT

BACKGROUND

The **Public Libraries Act** gives the Oxford County Library Board the authority to set policy for the library to ensure its effective governance and organization over time and to direct the future discretionary action of board members, committees and staff. Accordingly, the Board includes Foundation, Governance and Operational policies to ensure effective governance, management and administration of the library's affairs.

Resolution – A resolution is considered to be an official expression of opinion by the members of the library to express desires on specific matters pertaining to governance or management.

Motion – A motion is considered to be an official proposal presented at a duly authorized meeting of the Board to place an item on the table for discussion. Once passed, it is used by the Board to provide authority for an individual, committee or staff member to act on behalf of the Board and to receive reports of those actions and Board decisions.

Policy – A policy is considered to be a written statement designed to guide the conduct of the Oxford County Public Library's affairs, authorized by the Board. The Board's policies are meant to clarify a) what the library hopes to accomplish over time and b) provide the parameters, terms, conditions and procedures which will guide Board, committee and staff action.

Foundation Policies – Foundation Policies are considered to be those policies which broadly define why the Oxford County Public Library exists, what it will seek to accomplish, with whom it will work and the steps it will take in achieving this mission.

Governance Policies - Governance Policies are considered to be those policies which set out how the Board will conduct its work. Governance policies include those policies included in this Governance Policy Manual.

Operational Policies - Operational Policies are considered to be those statements that direct the future action of all personnel in carrying out their duties.

PURPOSE

1. Governance and Operational policies shall include three sections: Background, Purpose, and Procedures. The Background statement defines the background and legislative context for the policy while the Purpose section aligns the policy with library goals and priorities. Finally the procedure portion identifies who is responsible for implementing the policy as well as how and when implementation shall occur.
2. All policies shall be reviewed once during the board's four-year term.



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3. No policy shall contravene the **Public Libraries Act**, any applicable County by-law or provincial or federal legislation. If there is doubt as to whether the policy contravenes any of the above, a legal review shall be required.
4. All policies shall be consistent with the library mission and goals.

PROCEDURES

Initiation

1. Initial suggestions for policy development may come from Board members, committee members, library staff, municipal council, provincial government or other funding agencies.

Approval

1. A policy recommendation may be introduced through a motion at a duly-constituted Board meeting.
2. The motion may be tabled for a second reading at a subsequent meeting or passed at the initial meeting.

Distribution

1. Following approval of a policy, the Chief Executive Officer shall include a copy in the Policy manual and post a public copy on the library website.
2. All policies shall be coded according to policy type and shall indicate the date of approval and the date of the next review.