Mission Statement
Freedom to Discover

Strategic Priorities
A Community Beacon   Relevant and Responsive
A Creative and Changing Organization

HAMILTON PUBLIC LIBRARY BOARD
<u>Ad Hoc Policy Review Committee Meeting Agenda</u>
Wednesday, June 22, 2016
Central Library, Admin Committee Room
5:00 p.m. Meeting

MEMBERS: Vikki Cecchetto (Chair), George Geczy, Mary Ann Leach, Douglas Brown, John Kirkpatrick

STAFF: Paul Takala, Lisa DuPelle, Karen Hartog

1.   **Call to Order**

2.   **Confirm Agenda**

3.   **Phase 2**   Attachment #3

   ●   Review the policies indicated in the Phase 2 document and prioritize the ones that should be revised.

4.   **Discuss some of the characteristics of the "revision"**

5.   **Finalize the "Policy Manual Structure"**   Attachment #5

6.   **Discuss the "new documents" being collected by the Admin Staff to see which ones need to be revised & insert them in the priority list, if necessary**

7.   **Other Business**

8.   **Adjournment**

Hamilton Public Library – Policy Manual Review Phase 2
Revisions: April - June 2016(?)

Other policies to be reviewed and priority:

Review & revision/ High priority	Structure, updating, attribution of sources & missing info/ Medium priority	Minor editing – language, some attribution of sources / Low priority

Core Values Policy 2.3: *Access by Design* and *Privacy by Design* – should be reviewed for setting its context
 	
Policies Regarding Customers Policy 3.5: Accessibility for Customers with a Disability – should be revised and re-structured/ parts of it pertain to staff
	Policies regarding Customers:
	    Policy 3.1 Customer Registration Policy
	    Policy 3.3 Access to information and Communication Technology
	    Policy 3.4 Technology and Internet Use Policy
	    Policy 3.12 Fines and Fees Schedule
	    Policy 3.13 Library Service Hours
	
	Library Management Policies:
	    Policy 4.3 Program Policy – add Cancellation Policy (?)
		The remaining policies should be reviewed and edited/ revised as necessary.

Policies that Should Be Added: **Advocacy & Political Participation** - to be added to Manual - should be divided into 2 policies: one concerning staff; one concerning Board members **Policy on Library Closures** (only Inclement Weather now, but not accessible to public)		

Table of Contents

Governance

1.0 Hamilton Public Library Board By-Laws for the Regulation of the Business of the Board

1.1 ~~Executive Committee Terms of Reference~~

1.2 ~~Nominating Committee Terms of reference (NEW)~~

1.3 ~~Library Board Audit Committee - Terms of Reference (revised ones from February meeting)~~

Appendix 1: Ontario Public Libraries Act (R.S.O.1990), Chapter 44

Appendix 2: City of Hamilton By-Law NO. 04-019

1.1 Chief librarian/ CEO Performance Appraisal ~~Policy~~ Process

1.2 Advocacy and Political Participation policy (should it be added to Governance section? – to parallel what is in staff one)

Core Values

2.0 Library Mission Statement

2.1 Values

2.3 *Access by Design* and *Privacy by Design*

2.4 Board Strategic Priorities 2012 -2016

Policies regarding Customers

3.0 Customer Code of Conduct

3.1 Customer Registration Policy

3.2 Privacy Policy for Library Customers

3.3 Access to Information and Communication Technology (ICT)

3.4 Technology and Internet Use Policy

3.5 Accessibility for Customers with a Disability

3.6   Diversity and Inclusion Policy

3.7   Intellectual Freedom Policy

3.8   Rights of Children and Teens in the Public Library Policy

3.9   Safety of Children in the Library Policy

3.10   Security Camera Policy

3.11   Social media Policy

3.12   Fines and Fees Schedule

3.13   Library Service Hours

Library Management policies

4.0   Staff Leadership Commitments

4.1   Collections Policy

4.2   Displays and Exhibits Policy

4.3   Program Policy

4.4   Technology and Internet Use Policy

4.5   Procurement Policy

4.6   Records Management Policy

4.7   Disposal of Surplus Goods

4.8   Friends of the Hamilton Public Library

4.9   Fundraising and Donations Policy

4.10   Naming Opportunities Policy

Policies relating to Staff

5.0   Code of Conduct and Conflict of Interest Policy

5.1   Hiring Policy

5.2   Rehiring Retirees Policy

5.3   Selected Administration Level Policies – ***only those that affect the public***

5.4   Annual Policy Sign-off