



**MASTER LIST POLICIES (Updated May 2022)**

**BOARD BY-LAWS & GOVERNANCE & FOUNDATIONAL & OPERATIONAL POLICIES**

<b>Number</b>	<b>Name</b>	<b>Date to Review</b>	<b>Status</b>	<b>Date Next Review</b>
<b>BYLAWS</b>				
BL-01	Statement of Authority, Powers and Duties		Completed	2023
BL-02	Organization and Composition of Board		Completed	2023
BL-03	Terms of Reference for Officers		Completed	2023
BL-04	Procedural Bylaw		Revised 2020	2023
FN -01	Mission		Completed	2023
FN -02	Vision		Completed	2023
FN-03	Statement of Values		Completed	2025
FN-04	Intellectual Freedom		Completed	2026
<b>GOVERNANCE POLICIES</b>				
<b>Number</b>	<b>Name</b>	<b>Date to Review</b>	<b>Status</b>	<b>Date Next Review</b>
GOV 01	Board Code of Conduct	Created 2020	Completed	2023
	Board Orientation & Training		tbd	
	Committees of the Board		tbd	
	Planning		tbd	
	Financial Control & Oversight		tbd	
	Policy Development		tbd	
	Board-CEO Partnership		tbd	
	Board Evaluation		tbd	
	Succession Planning		tbd	

**FUNDRAISING**

<b>Number</b>	<b>Name</b>	<b>Date to Review</b>	<b>Status</b>	<b>Date Next Review</b>
FR-01	General Gift Acceptance	March 2020	Completed	2024
FR-02	Administration	March 2020	Completed	2024



FR-03	Partnerships & Sponsorships	Feb 2022	Completed	2025
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## HUMAN RESOURCES

Number	Name	Date to Review	Status	Date Next Review
	HR Policy Manual (24 pages_	Aug 2022	Needs review and updating (Roxanne)	
HR-01	General Health & Safety Policy	April 2020	Completed	2026
HR-01a	Health & Safety Statement post in Library	April 2020	Completed	annually
HR-02	Staff Selection & Assignment	Fall 2021	Completed	2025
HR-03	Prevention of Workplace Violence	April 2020	Completed	2025
HR-04	Workplace Harassment & Discrimination	April 2021	Completed	2025
HR-12	Staff Use of Social Media	2019	Completed	2022
HR-13	Working From Home	May 2020	Completed	TBD
HR - 14	Job Evaluation & Compensation	Sept 22, 2021	Completed	2023
HR - 15	Educational Training & Development	Sept 22, 2021	Completed	2023
HR - 16	Development & Appraisal Policy	Sept 22, 2021	Completed	2023
HR - 17	Pay Equity Policy & Maintenance	Sept 22, 2021	Completed	2023 annually
HR-18	COVID-19 Mandatory Vac	2021	Completed	2023
<b>HUMAN RESOURCES Related Documents</b>				
CEO/Librarian Job Description		November 2020		Completed
Library Clerk Job Description		November 2020		Completed
Pay Equity Plan		April 2021		Completed



## OPERATIONAL POLICIES

Number	Name	Date to Review	Status	Date Next Review
OP -01	Confidentiality & the Protection of Privacy	December 15, 2021	Completed	2024
OP – 03	Code of Conduct Public	November 2021	Needs approval	2025
OP-04	Community Information	November 2021	Completed	2025
OP-05	The Library and Political Elections	April 2022	Completed	March 2026
OP-06	Programming Policy	Dec 15, 2021	Completed	2025
OP-07	Public Internet Services Policy	December 15, 2021	Completed	2026
OP-10	Safety of Children in the Library	December 15, 2021	Completed	2022
OP-12	Circulation Policy	Oct 2020	Completed	2025
OP-13	Proctoring Policy	Oct 2020	Completed	2025
OP- 15	Accessibility in the Library	July 2020	Completed	2022
OP-15.1	Accessible Customer Service	July 2020	Completed	2022
OP-15.2	Accessibility Plan	July 2020	Completed	2022
OP-15.3	Meeting the Requirements of the AODA Regulations	July 2020	Completed	2023
OP-16	Purchasing & Procurement	March 2020	Completed	2025
Reference	Township of Wollaston Purchasing By-law		Completed	When it is updated
OP-17	Police Vulnerable Sector Check	January 2020	Completed	2023
OP-18	Library Operations during COVID Re-opening	July 2020	Completed	TBD
OP-19	Confidentiality Policy All staff, board and volunteers	June 2021	Completed	2024
OP-20	Consent for Photography	January 2020	Completed	2024
OP-21	Home Delivery Service	June 16, 2021	Completed	2024
Other Possible Policies to Consider				



	Collection Development			
	Local History			
	Information Services			
	Records Retention and Schedule			

### VOLUNTEER POLICIES

Number	Name	Date to Review	Status	Date Next Review
VOL -01	Volunteer Program	August 2021	Completed	2023
Other Possible Policies to Consider				
	Recruitment & Assignment			
	Responsibilities of Volunteers			