

Peterborough Public Library Governance Policy Development



Policy Number: PPL-GOV-002
Revision: 002
Approval: Library Board

Pages: 002
Date: May 12, 2026
Use: Public

1. Purpose

The Peterborough Public Library Board is responsible for the establishment, maintenance, and regular evaluation of all governance and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Public Library.

2. Definitions

2.1. **Board:** Peterborough Public Library Board as appointed by Council

2.2. **Library:** Peterborough Public Library

3. Procedure

- The Board shall ensure that all policies comply with relevant legislation and bylaws.
- The Board shall encourage the initiation, development, and review of new and existing policies to reflect changing organizational needs, priorities, and/or government legislation.
- The Board shall assign the development of procedures resulting from Board approved policies to Library management.
- The Board is responsible for establishing and reviewing all Governance policies.
- The Board shall assign the responsibility of operational policy development as well as the implementation of any approved policy to the Library Director and CEO. Policies developed will be brought back to the Board for approval before implementation.
- The Board shall review operational policies every three (3) years from the last date of review. Governance policies shall be reviewed every four (4) years from the last date of review. Any Library policy can be brought to the Board for updating if the need arises.

All approved policies will be made public and posted on the Library website [policy page](#), with alternate formats available upon request.

4. Roles and Responsibilities

- 4.1. The Peterborough Public Library Board is responsible for approving this policy.
- 4.2. Library Director and CEO is responsible for implementation of this policy.

5. Privacy and Confidentiality

The Library protects the privacy and confidentiality of all members personal information in keeping with the access to information and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA) and other applicable legislation.

The Library collects personal information of library members under the authority of section 23(4) of the Public Libraries Act, R.S.O. 1990, c.P.44, and personal information will only be used to administer services and programs at the Library.

6. Communications

This policy will be distributed on the Library's [website](#).

7. Inquiries

Inquiries regarding this policy should be directed to the Library Director and CEO.

8. Related Documents

- 8.1. Peterborough Public Library Board Bylaws, PPL-GOV-001