

**Palliser Regional Library Fall AGM
November 5, 2021
Policy and Governance Committee Report
Summary of Proposed Policy Changes**

1. Bylaws: Membership, Loans, and Fees - Updated - Formerly “Regulations Affecting the Public”

This document needed to be updated to reflect our new status as ‘Fines Free.’ It was determined that the entire document needed an overhaul, and we also cut it down to just the items we thought patrons would find most relevant, and any local policies that were not already included in the SILS Policy Manual or the Saskatchewan Libraries Act. It is now only 3 pages long, and will be much more readable for patrons.

2. Executive Committee - Updated

Additions are bolded and highlighted. While working on updating our policies this year, we have been in contact with other regions about their own policies. In discussion, it came up that some regions, including Southeast, Chinook, and Lakeland, do not actually have to pass all of their policies at the regional board and that the Executive Committee are empowered to pass most policies. This would be very helpful to staff as it means we can pass a policy at any time of the year rather than waiting for one of the AGMs. By delegating most policies to the Executive Committee, it will also streamline the work of the Regional Board. Only Bylaws and other foundational policies would still need to be passed by the Regional Board.

3. Vacation Policy - Updated

Additions are bolded and highlighted, and language we are taking out is crossed out.

- a. We discovered we were not following the SEA because we were adjusting vacation increment dates when people went on leave, and we are no longer allowed to do that.
- b. Added language to describe what happens when employees have increases and decreases in hours.
- c. A few other minor updates and clarifications.

4. Confidentiality Policy - Updated - Formerly “Confidentiality of Library Records”

According to the SILS Policy for Responsible Use & Access, all employees must sign a confidentiality agreement. We updated our Confidentiality of Library Records policy to make it more comprehensive and added an agreement to it that all employees will sign and have added to their employee file. All SILS consortium members are required to do this.

5. **Progressive Discipline - New**

We did not have a Progressive Discipline Policy, and it has come up in the last two rounds of negotiations, so we wanted to try hard to get something in place before we went into negotiations again.

6. **Employee Expectations Policies - Updated - Formerly “Performance Guidelines”**

While drafting the new Progressive Discipline Policy, we discovered that some content in it was already covered in our Performance Guidelines Policy. We opted to keep the two policies separate, but have updated and expanded Performance Guidelines, and changed its name to be more appropriately ‘Employee Expectations’.

7. **Remote Work Policy - New** - COVID has necessitated the need for this. Lots of employees have discovered they really like working from home, so we also want to have the option to continue it for certain employees, but only if it’s going to work for management.