

Foundational Documents

The Foundational Documents are those which guide all direction of the Board and staff. These documents are reviewed regularly and may be altered, which could outline new directions for Six Nations Public Library.

SNPL Policy Manual Approved on July 24, 2013.

In August of 2011, at the Annual Review, the Board decided to reconfigure the Manual, originally approved December 14, 2007, with additions and amendments (February 8, 2008; June 19, 2008; November 8, 2008; December 14, 2009; May 5, 2010; August 22, 2011) to the current state.

The Annual and Biennial Review the following policies was completed on the following dates:
September 21, 2011; August 15, 2012; July 24, 2013; July 16, 2014; November 11, 2015;
October 19, 2016; July 21, 2017

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No: FS1	Title: <i>Mission Statement</i>
Type: Foundational Statement	Authority: Board
Originated: 12-14-07	Review: Annually
Amended: 9-21-11; 7-24-13	

MISSION OF THE SIX NATIONS PUBLIC LIBRARY:

The Mission of the Six Nations Public Library is to enrich lives and strengthen community while ensuring multi-format access to resources for life-long learning, research, cultural information, and historical archives.

No: FS2	Title: <i>Commitment Statement</i>
Type: Foundational Statement	Authority: Board
Originated: 12-14-07	Review: Annually
Amended: 9-21-11; 8-15-12; 7-24-13	

OUR COMMITMENT TO YOU:

The Six Nations Public Library Board and Staff are dedicated to providing the best public library service for all patrons, within available resources. We are committed to providing:

- Welcoming, responsive, courteous, and efficient service;
- A balance of children's, youth, and adult materials and resources;
- Extensive Six Nations and general Indigenous research collections;
- Archival documentation and preservation of records of our past;
- Programming, technology, and services based on the community's needs and interests;
- Continuously improving library services; and
- The best patron service available.

No: FS3	Title: <i>Public Access & Intellectual Freedom</i>
Type: Foundational Statement	Authority: Board
Originated: 12-14-07	Review: Annually
Amended: 8-22-11; 11-11-15	

PUBLIC ACCESS

Six Nations Public Library is a public library serving all members of our Six Nations of the Grand River community, including those residing on or off-reserve. Public Access comes with responsibility and a code of behaviour. Each of these policies is explained in this SNPL Policy Manual and the New Patron Brochure available at the Circulation Desk.

No: FS4	Title: <i>Constitution</i>
Type: Foundational Statement	Authority: Board
Originated: 6-15-08	Review: Annually
Amended: 8-22-11; 8-15-12; 7-24-13	

CONSTITUTION:

Preamble

This Constitution is subject to change as recommended by the Ontario Public Libraries Act regarding libraries, accredited libraries, and First Nations libraries. This constitution is based on the individual policies of the Six Nations Public Library. For complete by-laws, governance, and operational policies and procedures, refer to the Six Nations Policy Manual. Individual portions of this constitution shall be updated when policies are changed, in accordance with the Amendment of Policy Statement of the Board.

Purpose of the Board

The primary goal of the SNPL Board is to ensure that the public has access to the highest quality of library services possible. As such, the Board is responsible for ensuring the library is being managed in a fiscally responsible manner while protecting the assets of the Library including the collection, building, and good name of the facility. General oversight of the Library and resources is the main task of the Board and not Library and/or staff management.

Code of Ethics Unity and Loyalty

The Library Board works as one body with one voice within the community. Once decisions are made, all members of the Board must behave with unity and loyalty to that one voice.

Organization of the Board

In accordance with the PLA, RSO 1990, the Board shall be comprised of no less than five (5) and no more than fifteen (15) members. The CEO, as an Officer of the Board, is bound by all by-laws, governance, and code of conduct of the Board. Every Board, at its June Meeting in a cycle corresponding with Six Nation Elected Council's three year cycle, or as necessary, shall elect one member each to the positions of Chair and Vice-Chair; as well as members to each standing committee. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. In the absence of both Chair and Vice-Chair from any meeting, the Board shall elect one of its members as acting Chair for the duration of that meeting.

The Board shall appoint a Secretary who may also be the CEO and who shall conduct the official correspondence for the Board and keep a full and accurate record of the proceedings of every meeting of the Board in a minute book, ensuring that the minutes when accepted are signed by the presiding Chair and CEO.

The Board shall appoint a Treasurer who may also be the CEO and who shall receive and account for all monies of the Board; open accounts in the name of the Library in a Chartered Bank approved by the

Board; deposit all monies received by her/him for account of the Board and no other monies to the credit of such account or accounts and; disburse all monies as directed by the Board. This person shall also, in conjunction with the CEO and the Chair, be responsible to arrange for an annual audit of the finances.

Powers and Duties of the Board

The Board shall hold regular monthly meetings no fewer than 10 months of the year and at other times as it deems necessary.

The Chair or any two members of a Board may summon a special meeting of the Board by giving at least two days' notice to each member specifying the purpose for which the meeting is called. The Board may forego the two days' notice in emergency or time sensitive matters; however, all members must agree to move up the deadline and quorum must be reached.

The presence of a majority of all the members constituting the Board is necessary for the transaction of business at any general or special meeting.

The Chair of the Board may, according to the PLA vote with the Board unless the Board determines, by resolution, to have the Chair not vote with the other members of the Board.

The members of the Board shall serve with honoraria for attendance and service at regularly scheduled meetings. This includes Board established committees (e.g. Finance Committee). They may also be reimbursed by the Board for pre-approved travel and other expenses incurred in carrying out their duties as members of the Board.

The Board may appoint and remove such officers and servants as it deems necessary, determine the terms of their employment, fix their remuneration, and prescribe their duties.

Ratified June 15, 2008
Amended August 22, 2011
Amended August 15, 2012
Amended July 24, 2013

No: FS5	Title: <i>Ethical Foundational Statement</i>
Type: Foundational Statement	Authority: Board
Originated: 7-24-11;	Review: Annually
Amended: 8-22-11; 8-15-12; 11-11-15	

ETHICAL FOUNDATION STATEMENT OF SNPL

1. INTRODUCTION

Six Nations Public Library is committed to the highest level of integrity and ethics in our dealings with our staff, trustees, volunteers, patrons, partners, suppliers, local and provincial governments, and any agencies with which we deal.

All of our staff and trustees are responsible for following the current Six Nations Public Library policies concerning by-laws, governance, practices, and ethics. All Six Nations Public Library staff and trustees commit themselves to being accountable for their actions.

This Statement establishes principles and standards of behaviour that apply throughout all Library policies, governance and operations.

2. TRUST AND REPUTATION

Our Library is committed to conducting its business in an honest and ethical fashion. This requires the commitment, dedication, and trust of every staff, volunteer, and trustee to follow Library policy, procedures, and local laws and regulations of any nature whatsoever. We are all committed to upholding our reputation and integrity in the industry and the community.

3. COMMUNITY RESPONSIBILITY

All of our staff and trustees are required to comply with all rules and regulations of the community where we conduct business. We recognize the need to protect the environment and the importance of wisely using our resources in the community. Staff is encouraged to follow procedures that shall minimize or eliminate waste, reduce energy consumption, and conserve natural and other resources of the community.

4. DISCRETIONARY DISCLOSURE

All staff and trustees have a responsibility to act in the best interests of the Six Nations Public Library and must take any measure necessary to avoid any situation in which their personal interests may come into conflict with their loyalty to the Library. Trustees are reminded to speak with one voice on decided matters and that only those designated to speak on behalf of the Board may do so.

All staff understand that they are not to participate in any activity that materially detracts from or interferes with their time and performance of services to the Library, or create conflicts of interest regarding the Library. Staff and trustees shall follow all policies pertaining to Conflict of Interest and Confidentiality at all times.

All staff, trustees, and volunteers are expected to exercise honesty, high ethical standards, and good judgment at all times. The use of any form of negative promotion or defamation of the Library, other staff, the Board, services, or Library interests shall be dealt with immediately and may include disciplinary actions or termination of employment or removal from the Board. Negative promotion includes but is not limited to verbal interactions, social media posts, written form, circulated e-mail/text, other electronic posts, and publications. Liable and/or slander shall not be tolerated.

5. RELATIONSHIPS WITH PATRONS, SUPPLIERS, AND AGENCIES

All staff and trustees understand that when interacting with patrons, suppliers, and agencies, each should act with integrity and honesty and avoid taking any unfair advantage through concealment, abuse of privileged information, misrepresentation of material facts, or any other practice that involves unfair dealing. Any fraud, theft, embezzlement, false expense report, or obtaining business by kickbacks, or any similar practice is an example of unauthorized and illegal business contact that is prohibited. No staff or trustee under any circumstances is to participate in any activity that is corrupt or illegal in any sense.

6. HEALTH AND SAFETY

The safety of staff, trustees, volunteers, and patrons is one of Six Nations Public Library's highest concerns. The Library is committed to providing each staff with a safe and healthy work environment and each staff and the trustees are responsible for maintaining a safe and healthy workplace by following health and safety rules and reporting any unsafe conditions encountered.

7. RELATION TO CO-WORKERS

The staff and trustees shall not unlawfully discriminate against any current or applying staff or trustee on the basis of race, religion, creed, colour, national origin, age, gender, sexual orientation, marital status, parental status, veteran status, or a disability. Staff and trustees are expected to conduct their activities with one another in a dignified and mutually respectful manner. Therefore, all staff and trustees shall observe the policies pertaining to all Accessibility, Discrimination, Workplace Violence, Harassment, and other Health & Safety Policies. In fulfilling our community responsibility, as a First Nation Public Library, and as significant employment funding is received from Six Nations Elected Council and Grand River Employment and Training (GREAT); the Library shall give preference to Six Nations band members and other Indigenous people for employment purposes. This hiring practice shall be noted in postings and should not be deemed as a discriminatory practice. The Library has a zero tolerance for discrimination or harassment.

8. GREEN Facility

Although SNPL may not always have the possibility to be Green in a way that is certified Green (such as LEED Certification), it is within our power to ensure that we conduct business in a manner that builds on all possible methods of being Green. This includes but is not limited to:

- Recycling and promoting recycling by patrons within the building;

- Purchasing recycled paper products or products which are low impact to the environment;
- Using and disposal of products in a manner which is the least harmful to our environment within available resources;
- Supporting cyclists by maintaining a bicycle rack;
- Heating and cooling the building in a manner which considers a balance between the needs of the environment, the patrons, staff, and collection;
- Purchasing technologies and equipment which are rated for low energy consumption when in use and when in resting states;
- Recycling surplus or obsolete electronics within appropriate measures;
- When planning future expansions, capital purchases, and new construction, moving towards Green structures, technologies, products, and designs.

9. PRIVACY

Staff, trustees, and patrons are expected to mutually respect the privacy of each other and the business of the Library in a manner that does not interfere or conflict with the Health & Safety Policies and practices of the Library. Any agent of the Library, be it paid or volunteer, must adhere to all Policies of the Six Nations Public Library. All staff and trustees are encouraged to seek the advice of the CEO in matters of interpretation of Six Nations Public Library policies.

No: FS6	Title: <i>Vision Statements</i>
Type: Foundational Statement	Authority: Board
Originated: 8-15-12	Review: Annually
Amended: 7-24-13; 11-11-15	

Vision of the CEO for SNPL's Future

Six Nations Public Library is a site of excellence for everything Six Nations, where we partner with our community to empower, educate, and entertain.

Board's Vision SNPL's 60th Anniversary in 2026

As a vision for the 60th anniversary year, the Six Nations Public Library Board projects that the Library is housed within our new fully accessible facility which is a Centre for All Things Six Nations. We Entertain, Educate, and Empower our users and community. Our staff are knowledgeable, friendly, welcoming, and highly trained professionals who provide a safe environment which is respectful of all people and their interests. With our new facility come new services and programs, including a Living History Room which specializes in local history and genealogy research; a Language Resource Centre, which is a place where our community can come and work with language materials including the Library produced languages of the community and other popular language materials; and a Telecommunication Centre for workshops and meetings. Our role in the building of research capacity for the community is evident as we move towards a clearinghouse of contemporary and historical information; in paper and digital formats. As a contemporary library we understand our role as a community hub, telecommunication centre, loaner of digital devices and materials; and of course books—books—books.

No: FS7	Title: <i>Conflict of Interest and Nepotism</i>
Type: Foundational Statement	Authority: Board
Originated: 11-11-15	Review: Annually
Amended:	

Preamble

The Board recognizes the importance of protecting the reputation of the Six Nations Public Library while preserving the rights of employees and trustees, as well as their families and friends, to participate as private citizens in the life of the community. It is for this reason that this policy is part of the Foundational Documents, and therefore directs both the Board and Staff decision making.

Nepotism is defined as the practice among those with power or influence, to give favour or preference to relatives or friends. Although the perception of Nepotism may not be actual nepotism, it still may negatively impact the Library Brand.

The Board recognizes that Conflict of Interest may be real or perceived. The Board also acknowledges that in a small community, relationships are often present between the Board or Senior Staff and Candidates for Employment, Fee for Service, and Vendors. Therefore, each situation is taken on a case by case basis to be determined by Board resolution what real or perceived conflict may exist and what actions should result. The trustee/staff who believes there is a real or perceived conflict must provide Notice of Conflict. The overriding requirement of Notice, on the record, of a Conflict of Interest must be made to the appropriate authority, be it the Board, CEO, or Committee. A determination, on the record, will then be made stating one of the following actions to occur:

- a) Accepting of Notice and no further limitations are present; or
- b) Accepting of Notice and the trustee/staff may not be involved in discussions, deliberations, or voting; or
- c) Accepting of Notice and the trustee/staff is requested to step down from the Board or committee so that the candidate or other individual with whom the conflict is present may be considered; or
- d) Accepting of Notice and the trustee/staff is requested to step down from the outside activity which is determined to be a conflict of interest or branding conflict with the Library.

The Library strives to hire the best candidate for any position, fee for service contract, or to purchase the best items from the most competitive vendors. The four possible actions outlined above, to be taken after Notice is given, ensures the Library can make decisions and operate to its highest and best possible function. Option C ensures no nepotism occurs in the hiring, contracting, or purchasing process. Further, Option C is designed to uphold the Human Rights Act by not eliminating any candidate from the pool as a result of a discrimination against a family or family relationship. Option D is an extreme request and must include a resolution by the Board stating, in precise language, the relationship or disadvantage to the Library or Library Brand in order to place limitations on any staff or trustee [See Disadvantage in Definitions]. Only a Board resolution can instruct a staff or Trustee to cease a given activity due to a real damage to the Library as a result of the Conflict of Interest.

Staff Conflict of Interest

1. Staff shall confirm in writing that they have received and read this policy and procedure upon following their hire and at any point where a change in job function or title occurs.
2. As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time, labour, skill and attention will be devoted to the business of the Library as specified by the employment contract.
3. The Library's property, materials and services will be utilized only as requested or authorized by the employment contract and not for personal use.
4. Employees must advise about current activities or consult with their supervisor prior to engaging in any activities that may be seen as a conflict of interest or may disadvantage the Library.
5. Supervisors shall be responsible for identifying potential conflict of interest activities to employees. Where an employee persists in activities that may disadvantage the Library, the Board is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - a. Having a vested interest in an external business which may provide materials or service to the Library;
 - b. Being offered services or materials as a result of employment or position with the Library;
 - c. Making use of a position with the Library to solicit services or materials for personal gain; or
 - d. Utilizing non-public Library equipment, services or materials for an external business.
6. Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantages the Library will be considered conflict of interest. In the event of a perceived disadvantage to the Library, the Board must pass a resolution stating, in precise language, the disadvantage to the Library/Library Brand in order to place limitations on any staff's personal activities.
7. The direct supervisor of the employee has the right to ask if a Conflict of Interest is in place or is possible. This includes the Chair or the CEO.
8. Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with the Library and may be subject to disciplinary action up to and including termination of employment.

CEO, Supervisors, and Hiring Committee Conflict of Interest

1. When conducting hiring, all policies of the Library shall be upheld.
2. Candidates who are direct family members *may be considered* for employment or contract based on their merits and qualifications. The staff/trustee in conflict *shall not* be a member on a screening or hiring committee where a direct family member is being considered. A direct family member includes:

- a. Spouse or common-law partner;
- b. Mother/father, mother-in-law/father-in-law, step-mother/step-father, or anyone who resides in the home who acts as such;
- c. Parents of Mother/father, parents of mother-in-law/father-in-law, parents of step-mother/step-father
- d. Sibling of parent;
- e. Children natural, adopted, or step-children, or anyone who resides in the home and acts as such;
- f. Siblings, or anyone who resides in the home and acts as such;
- g. Children of a Sibling; or
- h. Any business owned by anyone listed above.

Note: The use of aunt, uncle, grandparent, and cousin is not listed above as the Library Board acknowledges that titles of respect are often given in our community which are not interpreted by the legal definitions of direct family member as it relates to Nepotism.

- 3. If a candidate or vendor has been hired with a direct family relationship with current trustee/staff member, the Library Board shall pass a resolution confirming the hire/contract and that the process was conducted in a manner which upholds the ethical statements of the Library and this policy.
- 4. Neither the CEO nor any staff may directly supervise or evaluate a direct family member.

Members of the Board

- 1. Board members shall confirm in writing that they have received and read this policy and procedure at the first meeting of the board of directors that they attend following their appointment.
- 2. Members of the board of directors shall disclose to the board, prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - a. Having a vested interest in an external business that may provide materials or service to the Library;
 - b. Being offered services or materials as a result of employment or position with the Library;
 - c. Making use of a position with the Library to solicit services or materials for personal gain;
 - d. Utilizing non-public Library equipment, services or materials for an external business
- 3. Participation of the trustee in other business, organizations or activities that compromise the employment relationship or disadvantages the Library will be considered conflict of interest. The Board must pass a resolution stating, in precise language, the relationship or disadvantage to the Library or Library Brand in order to place limitations on any trustee.
- 4. Non-compliance of this Conflict of Interest policy on the part of any Trustee may constitute cause for removal from the board.

Exemptions to this Statement

1. The Library shall adhere to the specifications of external funders whose criterion is more stringent or lax for any employment, contracts, or purchases for which the funder's contribution is used. If these do not follow this statement or any of the policies of the Library, a resolution stating such alteration for the specific case shall be passed.
2. Where the monetary interest is so remote or insignificant that it could not be reasonably regarded as an influence to the Board or Library's decision making.
3. Where the monetary interest of the trustee/staff is in common with a broad group of which s/he is a member or which their family is involved.