

Policy Development

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (Board) exercises its leadership in the operation of the Library District. In the absence of pertinent policy, the Executive Director has the authority to take appropriate action consistent with the Board's philosophy. Decisions will be subject to review by the Board.

Section 1: Policy Drafting

Proposals for new policies or the revision or repeal of existing policies may be initiated in writing by any Trustee or the Executive Director of the Library District. All proposals are referred to the Board or committee of the Board for consideration.

A Policy Committee may be appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and staff will consider the “Guidelines for Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities” (Appendix 15) as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, Trustee, and Member input in formulating proposed policy.

Section 2: Policy Adoption

The Board of Trustees formally adopts all policies by a roll call vote at a scheduled meeting. Policy approval is recorded in the Minutes of the Board. The Board may seek the judgment and counsel of the Executive Director, the Library’s attorney, and other appropriate personnel before adopting proposed policy.

Section 3: Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are made available to Trustees, the Executive Director, and all staff members. All policies are available in the Library for public review and are posted on the Library’s website. The Library intends to be in compliance with applicable laws and statutes.

Section 4: Policy Review

Trustees and staff shall endeavor to review and evaluate policies no less than every two (2) years. General policies will be reviewed every year that ends in an even number. Human Resource and Finance policies will be reviewed every year that ends in an odd number.