

1 - Policy Development

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (the Board) exercises its leadership in the operation of the Library.

In the absence of pertinent policy, the director has the authority to take appropriate action consistent with the library's mission and the Board's philosophy. Decisions by the director are subject to review by the Board.

1-1 Policy Drafting

Proposals for new policies or the revision or repeal of existing policies may be initiated in writing by any trustee, staff member, or resident of the Library District. All proposals are referred to the Board or committee of the Board for consideration. The Policy Committee is appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and staff will consider the "Guidelines for Library Policies" (Appendix 1) as adopted by the American Library Association Intellectual Freedom Committee. In formulating policy, the Policy Committee seeks and considers input from staff, trustees, and residents.

1-2 Policy Adoption

The Board formally adopts all policies by a roll call vote at an open meeting. Board action on Policy is recorded in the Minutes. The Board may seek input from the director, the library's attorney, staff, and other persons before taking action.

1-3 Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are available to trustees, the director, and all library staff. Policies are available in the library for public review and are posted on the library's website.

1-4 Policy Review

Staff will review and evaluate policies no less than every two (2) years. Library trustees will review and evaluate policies as needed.

(Adopted February 19, 2019, revised April 16, 2024)