

Policy Development Policy

Policy Rationale

The Board of Trustees of the Blackfoot Public Library (the Library) shall adopt policy to facilitate the orderly operation of the Library to benefit Library patrons.

Definition of “Policy”

“Policies” define outcomes or long term goals of an organization. Policies are set and revised by the Library Board. Input from the Library Director and Staff will be encouraged.

Definition of “Procedure”

“Procedures” are specific methods employed day-to-day that result in an outcome; the means to the end. Procedure is set and revised by the Library Director. Input from Library Staff is encouraged.

Policy Adoption

1. Policy can be introduced by any member of the Board of Trustees, the Library Director, or employees of the Library. Patrons may recommend policy or alterations to policy by submitting a written request in person to the Board of Trustees at any scheduled meeting. Established policies will be reviewed periodically as determined by the Library Board.
2. No policy shall be adopted without a formal reading during a scheduled meeting of the Board of Trustees plus a waiting period following the reading of not less than 14 days, which waiting period would typically extend until the next scheduled meeting of the Board. No policy shall be adopted outside of a scheduled meeting of the Board. All policy shall be adopted by a majority vote of the Board.

Policy Alteration

1. Any existing policy of the Library can be modified or abolished upon recommendation of any member of the Board of Trustees, the Library Director, employees of the Library, or a patron. Procedure for modifying or abolishing existing policy shall be the same as that for adoption of policy. A majority of the Library Board must vote in the affirmative for changes to be adopted or for policy to be abolished.
2. As with the adoption of new policy, no changes or deletions of existing policy can occur without a formal reading during a scheduled meeting of the Board of Trustees plus a waiting period following the reading of not less than 14 days, which waiting period would typically extend until the next scheduled meeting of the Board. No policy shall be altered or deleted outside of a scheduled meeting of the Board.

Policy Availability

Adopted policy of the Library shall be made available in print format and shall be available at the Library in a Policy Manual. This Policy Manual can be reviewed by any Patron upon request during regular Library hours.

Revised: 10-2-17

Policy Committee: 8-5-19

Board Approved: 9-9-19