

Policy on Policies Template for Montana Public Libraries

Policy [INSERT YOUR NUMBER/NAME]:

Library Policy and Procedures

Adopted Date:

Library Policy and Procedures

The policies contained in this manual are adopted, implemented, and enforced in accordance with the governance authority vested with the Board of Trustees in accordance Title 22, Montana Code Annotated and related statutes, regulations and court decisions.

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Members of the public, including Library employees, shall be provided a chance to comment on the proposed policy or revision in accordance with applicable laws and processes.

All new or amended policies shall become effective on adoption by a majority vote of the quorum of the Board at a duly constituted meeting; unless a specific effective date is stated in the motion for adoption. Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the Library's policy manual. Library policies shall be reviewed on a regular basis in compliance with applicable regulations.

Policy Manuals

The Director shall develop and maintain a current policy manual which includes all policies of the Library. Every patron, citizen, and employee shall have ready access to Library policies in a suitable format.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Implementation Procedures

The Director shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

Legal References

Section 22-1-309, MCA – Trustees - Powers and Duties

Section 22-1-707, MCA – Duties and Powers of Board of Trustees

ARM 10.102.1158(11) - Library Board, Governance, and Working with the Director