

Timberland Regional
LIBRARY 
POLICY

TITLE: Policies and Procedures Policy

POLICY NUMBER: 039

EFFECTIVE DATE: 5/27/2015

REVIEW DATE: 5/1/2020

SUPERSEDES POLICY NUMBER(S): 2P75; Administration #001 dated 6/1/2006

AUTHORIZED BY: Board of Trustees

1. Purpose: To provide direction on the creation and implementation of policies and procedures.
2. Scope: This policy applies to the Timberland Regional Library (TRL) employees and Board of Trustees (Board).
3. Background: None.
4. Definitions:
 - a. Policies: Written directions enacted by the Board.
 - b. Procedures: Written descriptions approved by the Library Director as deemed necessary to support and accomplish Board enacted policies.
5. Policy:
 - a. All policies enacted by the Board shall follow a standard format and be codified in a standard manner. The Board recognizes that at times decisions may need to be made expeditiously on matters of importance that are not covered by existing policies. The Board, therefore, in the absence of a written policy, delegates to the Library Director or designee full authority to make decisions and take such actions necessary to resolve issues. Such actions shall be reported to the Board not later than its next regular meeting.
 - b. Members of the Board and the Library Director may propose changes in policy. Legal Counsel shall provide guidance regarding the changes being considered.

- c. The Board shall establish a Policy Committee to review proposed policy changes. The Board shall consider the recommendations of its Policy Committee regarding proposed changes to policy. The Library Director is charged with administering approved policies and developing procedures.

6. References: None.

7. Citations: None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, May 27, 2015