



# Policies and Procedures Policy

Policy Number: 039

Supersedes Policy #2P75; #001- 06/01/06; #039 - 05/01/20

Approved: 04/22/2020

Effective: 05/01/2020 - 05/01/2027

Authorized by: Board of Trustees

Review Date: 02/01/2027

- 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 Executive 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.
  - B. 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 Executive 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.
  - C. Members of the Board and the Executive Director may propose changes in policy. Legal Counsel shall provide guidance regarding the changes being considered.
  - D. 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.
  - E. The Executive Director is charged with administering approved policies and developing procedures.
- 6) **References:**
  - A. None.

- 7) Citations:  
A. None.

 4/22/2020  
Cheryl Heywood, Executive Director

 4/22/2020  
Brenda Hirschi, President

*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.*

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