



George H. & Ella M.

Rodgers Memorial Library

INSPIRING IDEAS

Policy Number: 1

Policy Subject: Development of Library Policies

Adopted By: Library Board of Trustees	Revision Number: 1
Approval Date: February 17, 2021	Revision Date: February 17, 2021

1. Policy:

To ensure the Library Board of Trustees, hereinafter BOT, staff and patrons have open communication in the development of policies related to the successful operation of the George H. & Ella M. Rodgers Memorial Library, hereinafter RML.

2. Procedure:

The development of RML policies is the responsibility of the BOT. The BOT recognizes that open communication is essential to the operation of RML and welcomes constructive suggestions for change.

A patron with a concern will be directed to the Library Director who will attempt to remedy the situation within existing policy. If this is not possible, the Director will refer concerns to the BOT.

Staff members with concerns should first approach their immediate supervisor, next the Director, and, if necessary, the BOT.

If an issue is brought forward that may require revising an existing policy, the following steps should be followed:

- Any proposed revision must be submitted to the Director and the BOT.
- If necessary, the proposed revision will be distributed to appropriate staff members for review and discussion at next regular staff meeting.
- Staff suggestions will be compiled by the Director, who will report to the BOT.
- The BOT will make a final decision on the proposed revision at their next regular meeting.

Each RML policy shall be subject to review and revision at least every five (5) years by the BOT. Individual policies will be revised or added as needed.