Cromaine District Library **Policy**	Policy #: 8009
BOARD POLICY DEVELOPMENT	Tracking Record Date Approved: 7/15/99

The formulation and adoption of policies constitutes one method by which the Board exercises its leadership in the operation of the Library.

These policies shall provide guidelines for the discretionary actions of those to whom the Board delegates the authority to manage the Library.

In formulating policies, the Board shall adopt general principles and statements of intent. Policies shall be framed and are to be interpreted in terms of the laws, rules and regulations of the state, and all other regulatory agencies within our local, county, state and federal levels of government.

Although the Board welcomes suggestions from the individuals or groups to be affected by policies, it reserves the function of policy development to itself with the advice of the Library Director. Proposals for Board policy shall always be discussed with the Board before the drafting of any documents. The Board shall determine the requirement for the policy and assign the parties to begin the draft. Unsolicited policy drafts shall not be considered for approval until the Board has the opportunity to determine the need for the policy and investigate the alternatives.

The Board may solicit advice from any competent source when it deems such expertise is essential for policy development.

Specific policy proposals and amendments or revisions of existing policies shall be submitted to the Board for discussion and review at a regular Board meeting. All policies and amendments shall be subject to this review before any action to adopt is taken. Formal adoption shall occur at a following Board meeting. Policies or amendments to policy shall not be presented and approved at the same meeting unless prior authorization has been given the Library Director to include the item in the Board meeting packet or an emergency situation exists.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The Board shall periodically review policies to ensure continued relevancy to the Library's needs.