

New Ulm Public Library Policy Development Policy

Written policies for the New Ulm Public Library are developed jointly by the Library's administration, staff and Board.

Administrative staff discusses issues to be considered in each policy and then reviews federal, state, and local laws and regulations, which direct the need for written policy.

New policies to be developed and adopted will be placed on the agenda of two Library board meetings. At the first meeting, a proposed policy will be presented for Board consideration. At the subsequent meeting, the proposed policy will be approved by a simple majority of the Board and will become effective on the date of adoption.

In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the Library Board. A statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The emergency policy will expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The Library Board will have discretion to determine what constitutes an emergency situation.

Existing policies may be waived by a two-thirds vote of all members of the Board at any legal meeting. A statement regarding the need for policy waiver will be included in the minutes.

Staff and Board regularly review policies, revising where necessary, and eliminating policies when they are no longer pertinent to library operation. The Board clarifies all legal aspects of the policies by contacting legal counsel as needed. Policies are revised as laws change. Individual policies will be reviewed and revised three years from the date of implementation.

Policy Implementation

The Director will develop regulations for the implementation of these policies and is authorized to make reasonable interpretation of them. The Director and the Director's designated representative(s) are authorized to administer these policies and regulations. Any appeal regarding actions taken or decisions made on the basis of these policies and regulations will be directed to the Board of New Ulm Public Library. During the time of the appeal the decision or action about which the appeal has been made will stand, unless stayed by the Library Director or President of the New Ulm Public Library Board, or until a final decision has been made by the New Ulm Public Library Board.

When there is no Library Board policy in existence to provide guidance on a matter, the Library Director is authorized to act appropriately under the circumstances, keeping in mind the philosophy of the Library. Under such circumstances, the director will advise the Library Board of the need for a policy and present a recommended policy to the Board for approval.

These policies and regulations will be available for inspection and copying during regular business hours of the library.

Proposed November 1, 2001

Revised November 14, 2001

Revised January 15, 2002

Approved February 7, 2002