

HAZELTINE PUBLIC LIBRARY

Policy for creating, reviewing, and revising policies

Policy

The Hazeltine Public Library bases its operations and decision making on policies adopted by the Library's Board of Trustees. All policies governing the Hazeltine Public Library are drafted, reviewed, and revised by selected trustees and the Director before being presented to the whole Board for modification and/or adoption.

Guidelines

1. The Director will ask the Board to consider adopting new policies or revising existing policies as necessary.
2. The Trustees will keep abreast of policy changes or recommendations as noted by the Chautauqua/Cattaraugus Library System.
3. The Board will review all existing policies at least once every three years.
4. Board action is required to rescind any existing policy, e.g., an obsolete policy.
5. The Board authorizes the Director to correct grammatical and typographical errors and outdated titles, acronyms, or other non-substantive language without Board approval. Board approval is required, however, for changes that clarify, amplify, or otherwise edit the substantive content of a policy.

Approved 5/14/14

Reviewed 11/3/15

6/4/2021 matches hard copy in policy book