

## **Preface to Board Policy**

The Larsen-Sant Public Library operates according to the policies established by the Board of Trustees. The Board as elected representatives of the local community adopts policies after careful deliberation and the library administrators implements them through specific procedures. The Board will periodically review policies and make revisions when necessary.

## **The Difference Between Policy and Procedure**

Generally, the roll of the Board of Trustees is to set policy and the roll of the Administration is to implement it through procedures. The definition of policies and procedures are:

**Policies:** are principles adopted by the Board to chart a course of action. They tell what is wanted and may include who and how much. They are broad enough to indicate a line of action to be taken by the Administration in meeting a number of day-to-day problems; they need to be narrow enough to give the Administration clear guidance.

**Procedures:** are detailed directions developed by the Administration to put policy into practice. They tell how, by whom, where and when things are to be done.

As long as the Administration operates within the guidelines of general policy adopted by the Board, it may change procedures without prior Board approval unless Board action is required by law or unless the Board has specifically asked that a particular procedure be given Board approval. The Board, of course, should be kept informed of procedures issued by the Administration. Either the Director or the Board may request prior Board approval to administrative procedures. Issues which are controversial or are often subject to law suits are typical reasons for this type of request.

### **The Purpose of Written Board Policies:**

1. To uphold the vision and goals of the Library.

Board policies reflect and provide a framework for the Library's goals and vision.

2. To provide the community an opportunity for input in charting the Library's course of action in establishing limits;

Those groups who will be affected by the policy should have a reasonable opportunity to learn about and provide feedback to those policies. Written policies, adequately communicated, make this possible.

3. To avoid or minimize crisis situations;

Clearly written policies which reflect thorough research, sound judgment and community input: protect individuals from arbitrary or reactionary administrative decisions; (1) provide a fair and objective process in which an individual's problems, concerns, or accusations can be calmly and appropriately addressed; (2) give credibility. Individuals who have advanced written notice of the rules are less likely to challenge those rules when they become affected by them. People tend to respect that which is in writing.

4. Dates: Each Policy page indicates when it was adopted reviewed or revised.
5. Order of precedence: Board policies must be read and interpreted in the light of applicable laws, court rulings, and state regulations. Wherever inconsistencies of the interpretation arise, the applicable laws, court rulings, and state regulations prevail.
6. Definitions: The Following terms are used throughout this policy manual:

Board of Trustees: refers to the governing body of the library composed of five elected representatives. The Board of Trustees sets the Library Policy and acts as the final appeal panel for contended issues.

Board Approved Administrative Procedures: are procedures developed by the Director or designee to implement Board Policy and submitted to the Board by the Director or designee for approval. Board approved administrative procedures may be approved in the same meeting as it is presented.

Designee: is a person who is designated or appointed by the person or persons named in the policy to fulfill the stated duties.

Library: is the Larsen-Sant Public Library, Preston, Idaho.