

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-1101 ADOPTION AND APPROVAL OF POLICY

Adoption and approval of governing policy for the Hammond Public Library is a function reserved entirely to the Board of Trustees. The numbered, adopted and approved written Board Policies shall serve as the continuing legal regulations of the Hammond Public Library.

Suggestions or proposals for numbered, written Board Policies and/or revisions of Board Policies may originate with individual members of the Board, the Board as a whole, or the Director. The Director shall act as an advisor to the Board in the adoption and approval of numbered, written Board Policies.

The final adoption and approval of numbered, written Board Policies shall occur only after the Board has considered the original written suggestions, proposals and/or revisions at a previous meeting. The formal adoption and approval of numbered, written Board Policies shall be recorded in the official minutes of the Board. Only those numbered, adopted and approved written Board Policies shall be regarded as the continuing official Board Policies.

The Director shall maintain a written compilation of all numbered, adopted and approved written Board Policies for the information and guidance of all employees and members of the public.

BP-1102 REVIEW OF POLICIES

Numbered, adopted and approved written Board Policies should normally be reviewed at periodic intervals. In reviewing these Board Policies, those deemed in urgent need of review and consideration by Board members or the Director shall have priority.