



## Policy Adoption and Review Policy January 2026

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### **Purpose:**

To establish the formal process by which the Deadwood Public Library Board of Trustees develops, reviews, adopts, and retires library policies to ensure consistent governance, legal compliance, and effective library operations.

### **Authority:**

All library policies are adopted and approved by the Deadwood Public Library Board of Trustees under the authority granted by South Dakota State Law and municipal ordinance.

### **Procedure:**

The Board will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action.

1. The proposed or revised policy will be sent to Board members to review prior to the scheduled first reading.
2. First meeting – the proposal shall be presented for Board discussion and for a vote to approve first reading.
3. Second meeting – The proposal shall be presented for the second (final) reading, discussion, and final vote.

During discussion of a policy proposal, the view of the public and staff will be considered. Amendments may be proposed by board members. An amendment will not require that the policy go through an additional reading unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve or change a policy to meet emergency conditions; however, the above procedure is required before the policy is considered permanent.