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## Maryville Public Library Policy

**Section B:** EXECUTIVE BOARD BYLAWS,  
ADMINISTRATION

**Subject 400:** Recommended Policies, Page 1 of 1

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### **Recommended Policies for General Operation of the Library**

1. Criticism of library service, the Director, or library staff members which is brought to the attention of a board member shall be reported immediately to the Director. The person making the complaint should submit it in writing. The Board should be apprised of any cases which cannot be resolved by the Director and take whatever action it deems appropriate.
2. Board members, the Director, and the staff shall at all times support each other in all their relations with the public.
3. No Board member shall make any individual decision on library policy, or take individual action on library matters.
4. The circulation records and records identifying the names of library users will be confidential in nature. Library employees shall not make available such records to any individual or to any agency of state, federal, or local government except upon receipt of a subpoena or order (in proper order and showing good cause) authorized under state, federal, or local law relating to civil, criminal legislative investigatory power.
5. No Board member shall release to the public orally or in writing information on matters discussed or actions taken at any closed session of the Board.