

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: September 19, 2019

Re: Policy Reviews

Staff requests that the Commission rescind the Safety Policy and the Recycling Policy.

The Montana Safety Culture Act (MCA 39-71-1502) provides for the safety of Montana employees, including state employees. In accordance with state policy, the State Library maintains an Emergency Action Plan, staff serves on a Building Emergency Action Team, new staff review safety policy and procedures as part of their orientation, and all staff receive regular safety-related training. Because safety is a matter of state law and the State Library has safety procedures in place, a State Library Commission policy is redundant and unnecessary.

The General Services Division provides recycling services in state buildings and offers a quarterly recycling drive for state employees. The State Library no longer administers a waste reduction and recycling program so it is no longer necessary for the State Library to maintain its own recycling plan.