

PROCEDURES FOR BOARD CHANGES TO THE POLICY MANUAL

1. Any Trustee, staff, government or private individual or group may suggest a review of current policy or the addition of new policy for the Library to consider. Suggestions should be made in writing to the Library Director.
2. The Library Director will work with Board committees or individuals to refine proposals, discuss policy changes with staff, and will submit final proposals to the Policy Committee.
3. The Policy Committee will review final proposals and will determine the format and Policy Manual location for approved proposals.
4. The written draft proposal will then be submitted to the Library Board by the Policy Committee.
5. Following adequate time for consideration, generally one month, the Library Board will take official action on the proposal.
6. If the proposal is approved by the Board, the Library Director will add the new policy to the Policy Manual, and notify the group or individual that initially requested the review of the outcome.
7. The Policy Committee will review policies on a set schedule (no longer than ten years per policy) and make recommendations for the Library Board if any changes are deemed necessary.