

## **Policy Manual**

### **1. Procedures for Board Changes to the Policy Manual**

- a. A Board Committee or individual will write up a proposal to add or change a policy in the Policy Manual.
- b. 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.
- c. The Policy Committee will review final proposals and will determine the format and Policy Manual location for approved proposals.
- d. The written draft proposal will then be submitted to the Library Board by the Policy Committee.
- e. Following adequate time for consideration, generally one month, the Library Board will take official action on the proposal.
- f. If the proposal is approved by the Board, the Library Director will make copies of the new Policy to be put in all copies of the Policy Manual and online.

Adopted 6/22/09