

PROCEDURE FOR THE CREATION OR REVISION OF LIBRARY POLICY

Substantive changes to library policy must follow a clearly defined and publicly visible process.

- I. Any member of the Clinton Township Public Library Board of Trustees or the Library Director may request that the Board consider adding a new policy to the policy manual, or amending an existing policy. As a rule, the Library Director should take a lead role in formulating policy proposals for the Board's consideration.
- II. In order for the Library Board to discuss and vote on a proposal to add or amend a policy, the following processes and deadlines must be met:
 - a. The draft must be submitted in writing and distributed to all members of the Board at least seven (7) business days prior to the meeting at which the proposal will be considered.
 - b. The policy must be listed on the public agenda at least three (3) business days prior to said meeting.
 - c. The full text of the proposal must be published along with the agenda.
- III. The Board may only vote to accept a policy proposal as it was published prior to the meeting. If, after discussion, the Board determines that revisions to a proposal would be necessary to secure approval, they may simply vote down the proposal, or do one of the following:
 - a. During the meeting, come to an agreement about the necessary revisions, and ask the Board member who originally drafted the proposal to submit a revised version prior to a future meeting.
 - b. Appoint a sub-committee to determine the necessary revisions, and request that the sub-committee submit a revised proposal prior to a future meeting. Sub-committees should consist of at least one but no more than two Board members, and may include the Director, another member of the library staff, or member(s) of the community.

Revisions to a proposal should be submitted and published following the same timeline as any proposal.
- IV. Depending on the nature of the proposal, the Board may also elect to postpone a final vote until the proposal has been reviewed by an attorney. It is recommended that all library policies be reviewed with an attorney prior to the board meeting and public posting.
- V. Once changes to the policy manual have been accepted by a majority vote of the Board, it is the responsibility of the Library Director to ensure that the updated manual is published within eight (8) days of the meeting at which the changes were approved, and that public notice is made that an updated manual has been published. Public notice should be posted:
 - a. To the library website
 - b. Printed notice should be posted in the Library for a minimum of ten (10) days.

- VI. This policy applies only to substantive changes to library policy, and not to minor edits to the manual such as corrections, updates, adjustments to formatting, etc., which may be freely undertaken by the Library Director or a designated staff member. Notice of such edits should be included in the agenda of the next meeting of the Board, but do not need to be voted on for approval. In such cases no public announcement of edits to the manual is required.
- VII. The responsibility for updating the agenda rests with the Library Director, or in the Director's absence with the acting administrative officer of the Board. Part of that responsibility includes communicating with the Board to ensure that changes to the agenda are published in a timely fashion. If for any reason an item cannot or should not be added to the agenda, it is the Director's responsibility to immediately inform the Board, in writing, of the impediment. The Agenda procedures are as follows:
 - a. All agenda discussion items are sent to the Director seven (7) business days prior to the meeting.
 - b. The agenda must be posted on the library website three (3) business days prior to the meeting.