

Preparation and Maintenance of Policies

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According to the Vermont Department of Libraries (1) "...policy making is *the* major responsibility of public library trustees." "Trustees and librarians work together to develop reasonable policies, and they bring their various points of view to the process." "Policies can bring order, logic and stability to a library's operation." "They can explain procedures, clarify confusing situations, and defuse conflict before things escalate."

1. **Responsibilities:** It is the responsibility of the Board of Trustees to approve policies and policy revision. It is the responsibility of the Library Director to prepare policies or revisions in final form, post in the master policy manual at the Library, and have the policy posted on the library webpage.
2. **Proposed Policies:** Any Board member, any committee, the Library Director, or Library staff member may propose policies or policy revision. The originator is encouraged to draft the proposal, for preliminary review.
3. **The Vice Chair:** The vice chair will review the policy and revise it as appropriate, until they are ready to recommend it to the full Board of Trustees for approval. Lengthy policies may require a committee to review and revise.
4. **Board of Trustees:** The full Board of Trustees may revise the recommended policy, approve it, or disapprove it. The decision requires a motion, second, and vote of the Board.

(1) Policymaking Manual, Vt. Dept. of Libraries, Marianne Kotch, June 2002.
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