Policy Policy

adopted January 2006

Purpose

To define the process by which Library policies are modified, preserving the authority of the Library Board, and being mindful of the efficiency needs of Library and City staff and the authority of the Common Council to set City policy.

Policy

1. Per Wisconsin Statutes Chapter 43.58, the Library Board is the policy-setting body for the Appleton Public Library, with exclusive control of finances and facilities, and authority over staff via the Library Director. The Library is subject to all applicable federal and state laws and regulations, as well as City ordinances, and such City policies as may be approved by the Library Board.
2. The Library Director is responsible for bringing policies to the Library Board:
    a. In the case of policies specific to library services, the Director will draft policies with appropriate input from staff, Board and City departments.
    b. In the case of City-wide policies, the Director will give appropriate input to City staff who draft policies.
    c. The Director will place any policy changes on the Library Board's meeting agenda.
    d. In the absence of the Director, the Assistant Director may act with the full authority of the Director.
3. The Library Director or the Board President or Policy Committee Chair may ask that the Library Board Policy Committee review any proposed policy prior to presenting it to the Board, or the Library Board may refer a proposed policy to committee. The Policy Committee shall make recommendations to the Board on proposed revisions in bylaws, policies, rules, and regulations.
4. Policies may be presented to the Library Board as action or informational items.
    a. Any new policy will be presented as an action item.
    b. Any policy changes which the Library Director deems substantive in affecting Library services, facilities, finances or staff will be presented as an action item, subject to approval by a majority vote of the Board.
    c. Any policy changes which the Library Director deems not substantive in affecting Library services, facilities, finances or staff will be presented as an information item, and will not require Board approval. Any proposed policy change will be changed from informational item to an action item upon request of any Board member, and subject to legal notice/posting requirements.
    d. City-wide policies may be subject to approval of the Common Council before becoming effective.

- *adopted by the Library Board of Trustees January 2006*