

**Dorothy Hull Library
Windsor Charter Township**

Schedule For Policy And Bylaws Review

Policy Review

The Dorothy Hull Library Board of Trustees will review all library policies during even numbered years. The selection and assignment of policies needing review will be determined by the Board President at the first meeting of the even numbered year.

At that time, the Board President will assign the responsibility to review specific policies to an individual Trustee(s). The President may also identify and assign the responsibility to develop new policies. The President shall also determine the meeting date at which a given policy is to be brought back to the Board for its approval.

The Trustee is to review the current wording of his/her assigned policy and offer any suggested policy changes. Prior to the meeting date, it is the Trustee's responsibility to send the policy, with any suggested changes, to all Board members and the Library Director for their review. If possible, each individual is asked to respond with their comments to Trustee having responsibility for the policy prior to the Board meeting. The Trustee will then incorporate those comments and present the reviewed policy at the Board meeting for approval or additional work.

It is the assigned Trustee's responsibility to send a copy of the final approved policy to each Board member and the Library Director.

Bylaws Review

The Library Board of Trustees shall review the Library Bylaws in January of the odd numbered years. Should it be determined that the Bylaws need updating, the Board President is to assign a Trustee to work on that update. The President shall also identify the Board meeting date when the draft Bylaw changes are to be brought back to the Board for review and approval.

Adopted September 20, 2007: amended Sept. 21, 2017