

# CHARLOTTE HOBBS MEMORIAL LIBRARY

## Policies in General

### PURPOSE

To further its mission to bring people, information and ideas together to inspire lifelong learning, advance knowledge, and strengthen our community, The Charlotte Hobbs Memorial Library (CHML) shall maintain a set of Policies. This Policy sets out how the CHML will develop, publicize, review and amend its Policies.

### DEFINITIONS

**Policy/Policies** – Policies are written statements that express the CHML’s guidelines with regard to specific aspects of the Library, its administration, operations, facilities and funding. They are a reference tool for appropriate action, ethical decision making, and for addressing potential or actual conflicts.

**Board** – The Board of Trustees of the CHML.

**Director** – The Library Director of the CHML chosen by the Board, or Acting Library Director if the position of Library Director is vacant.

**Friends** – The not-for-profit organization “Friends of the Charlotte Hobbs Memorial Library,” which has the mission of supporting the CHML.

### POLICY

1. The Board is responsible for identifying and adopting written policies to govern the operation and programs of the CHML in a manner consistent with §501(c)(3) of the Internal Revenue Code.
  - a. All CHML Policies are available for review by the public through the CHML website as well as a printed copy kept at the library building for public review.
  - b. The Board shall have a Policy Committee, which is responsible for the review of all Policies annually, on a schedule as determined by the Board. The Policy Committee will include the input of other committees as appropriate in its review. The Policy Committee will report the results of its annual review and recommended amendments (if any) of the Policies for full Board for action. Additionally, the Board may direct the Policy Committee to review any Policy at any time.
2. The Director administers the policies of the CHML, as adopted by the Board. The Director shall apprise the Board of the need for new Policies, as well as revisions to existing Policies. Also, the Board may initiate development of new Policies and the review and revision to existing policies.

## **CHARLOTTE HOBBS MEMORIAL LIBRARY**

### **Policies in General**

3. The Friends, volunteers, committees, taskforces, and staff are responsible for supporting the CHML's policies as adopted by the Board. The Friends should report to the Director and Board any issues they perceive or encounter regarding the CHML's policies.
4. Persons who have completed Building Use requests should be informed of the policies they are responsible for enforcing.

**Adoption:** This policy was adopted on April 21, 2021, and amended on February 16, 2022.