Policies & Risk Management Report
July 2011

Policies/By-Laws:
Anita and Kim met on June 22 and July 1. Began looking at policies we have in the current By-Laws and determining the order to pursue updating and adding new policies we should have.

Our suggestion to update in order is:
1. Personnel
2. Technology
3. Collection development and maintenance
4. Automation

The other policies to be reviewed and updated are not in any order:
1. Risk management
2. Use and borrowing of materials
3. Hours of operation
4. Materials reconsideration request
5. Reference service
6. Investments (RSA 35:9 re: Trust Funds)
7. Unattended children
8. Meeting room use
9. Bulletin board and display space use
10. Behavior in the library
11. Gifts/grants acceptance and disposition
12. Interlibrary loan
13. Cooperation with other public and non-public libraries and other agencies
14. Relations with Friends of the Library
15. Public relations and publicity
16. Marketing and merchandizing
17. Utilizing legal services
18. Services to schools and specialized groups
19. Payment of dues, continuing education and mileage for staff and trustees
20. Retention of records
21. Review of policies

As we began reviewing the personnel policies, we realized that the process of reviewing all policies is daunting. We would like to make a suggestion that each trustee take one or two policies to review and make suggestions for updating. Some will be easy while others may need more research as they have not been updated in quite some time or may be new.