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## BUILDING AND GROUNDS POLICY

- The Library Board shall determine that adequate insurance is provided to cover all library property. Such insurance may be provided by the Village Board.
- The Director may suggest building and ground improvements or changes, but the action on such suggestions can take place only by majority vote of the Board.
- In cases of routine maintenance and repair, it is the duty of the Library Director to take the appropriate actions to attend to these matters. The commonly accepted practices of the Village of Hartland will be followed.
- In an emergency, the Director will call for repairs. The Director will report this to the Library Board President and the Village of Hartland administration as appropriate.

Adopted 9/10/98