



Policy Committee

Thursday, June 12, 2008

10:00am

Story Time Room – Lower Level

MINUTES

The Policy Committee meeting was called to order by Chair Jack Fredrickson at 10:10am

Attending: Chair Jack Fredrickson, Trustee Johanna Delaney, Executive Director Lynn Elam, Head of Reference and Adult Services Michaela Haberkern

Recognition/Acceptance of Gifts The Policy Committee reviewed proposed revisions from the May 9, 2008 meeting.

Trustee Delaney noted formatting errors within the document and requested corrections.

Behavior in the Library Policy The Policy Committee reviewed proposed revisions from the May 9, 2008 meeting.

Trustee Delaney noted formatting errors and asked for corrections.

Committee members discussed the use of cell phones in the library. Chair Fredrickson remarked that cell phone usage “offends people of a certain age”, and asked if the behavior policy could be summarized into one page and posted in the library. He further remarked that his intent with the behavior policy was to “provide enough latitude to manage the library”.

Trustee Johanna Delaney remarked that the library should be “promoting a civil environment”.

The committee discussed appropriate means of limiting cell phone use. Executive Director Elam suggested placing signage around the public areas which spoke to patron’s comfort rather than creating signs that begin with the word “no”. The committee directed staff to create signage with positive language to convey a message that all patrons should be comfortable in the library and not disturbed by others.

Meeting Room – Amendment The Policy Committee reviewed proposed revisions from the May 9, 2008 meeting. Chair Fredrickson remarked that the meeting rooms are not intended for private enterprise but should be reserved in keeping with the library’s mission.

Trustee Delaney remarked that she did not want people conducting classes or business on a regular basis.

The committee discussed the appropriateness of classes held within the library and determined that nearly all groups or organizations could make a case for working within the library’s educational mission.

The committee determined that discretionary authority would rest with the executive director when certain uses of the room appeared to be outside of the library’s mission.

Trustee Delaney submitted revisions she had written for committee consideration. Following discussion, the committee directed staff to revise the policy using Delaney’s submission, but retaining the ability to use the room three times within each calendar quarter. Staff was directed to make the changes and send the document back to the committee for final review prior to placing it into the June board packet.

Future Review The Policy Committee determined to review the Confidentiality of Records policy next and directed staff to send revisions to the committee prior to the next meeting to be held in August.

There being no further business before the committee, the meeting was adjourned at 12:30pm