



Policy Committee

Tuesday, January 13, 2009

10:00am

Storytime Room, Library Lower Level

## MINUTES

The meeting was called to order by Chairman Jack Fredrickson at 10:10am

Attending: Chairman Jack Fredrickson, Trustee Johanna Delaney, Executive Director Lynn Elam

### Policy Review

#### A. Circulation Policy

Committee members requested that the policy be paginated. Minor language changes were noted and requested. Provisions required by membership within the Metropolitan Library System (MLS) regarding lost and damaged items were discussed. Executive Director Elam was directed to include statements clarifying those requirements in the noted section of the policy.

Chairman Fredrickson directed that discussed revisions be made to the policy and the document be placed into the January board packet for trustee review.

#### B. Display Policy

Committee members requested that the policy be paginated and document approval date be made current. Each section of the policy was reviewed by committee members. Minor language changes were noted and requested.

Committee members briefly discussed stipulations of the reservation request form and directed that the definition of organizations mirror the language of the policy document.

Chairman Fredrickson directed that discussed revisions be made to the policy and the document be placed into the February board packet for trustee review.

#### Policy Review Timeline

Based on review of the timeline, Chairman Fredrickson directed Elam to clarify when the policy of Confidentiality of Records was last reviewed. Further Elam was asked to make appropriate revisions as necessary and send to committee members prior to the next meeting.

#### Other

Trustee Delaney made brief comments on the status of the strategic planning process noting that consultant Miriam Pollack would be attending the January board meeting. The current draft of the plan will be presented to trustees for an initial review.

There being no further business before the committee, the meeting was adjourned at 11:35am

The next Policy Committee meeting is scheduled for February 12 at 10:00am