



Policy Committee
Wednesday, September 7, 2011
6:30 pm
Storytime Room, Library Lower Level
Minutes

The Policy Committee was called to order at 6:40 p.m.

Attending: Chair Peter DeHaan, Trustee Vicky Bush-Joseph, Trustee Johanna Delaney, Executive Director Karen Kleckner Keefe, and Reference and Adult Services Manager Michaela Haberkern.

Collection Development Policy

This policy is up for review as part of the regular review cycle. Executive Director Keefe explained that the policy review process consists of consulting relevant resources in the field, discussions with public service managers, and comparing staff and public expectations of the policy to the reality. Executive Director Keefe further discussed with the committee the three goals of collection policies: to inform, to direct, and to protect. Staff will revise the current policy with the expectation of bringing it before the Policy Committee this fall, and to the full board for approval before the end of the calendar year.

Art Policy

Trustee Delaney shared the details of her conversation with Attorney Roger Ritzman about the Art Committee's authority to make purchases on behalf of the Library. Mr. Ritzman reviewed and approved the provisions of the Art Policy pertaining to the Art Committee's authority to spend funds for the Library's permanent collection. According to Mr. Ritzman, the delegation of that authority by the Board is proper given that (1) the Board pre-approves the Art Committee's annual budget and (2) the Art Policy requires that all art purchases be approved by the Executive Director and two Board members. Trustee Delaney will present the policy for review at the next Art Committee meeting. The policy will be sent to the Board for information in September and for approval in October.

Personnel Policy Addition

Executive Director Keefe discussed an addition to the Employee Handbook regarding interim positions recommended by the Finance and Personnel committee. The Policy Committee directed staff to make several changes for clarity and concision. Chair DeHaan moved to refer the addition as corrected to the full board as an action item in September. Johanna Delaney seconded the motion. The motion passed on a unanimous voice vote.

Meeting Room Policy – Tutor Exemption

Director Keefe discussed with the committee a request for an exemption to the commercial use of a study room. The committee recommended that no exception be made and that the Study Room and Meeting Room policies be reviewed and revised as scheduled.

There being no further business before the committee, the meeting was adjourned at 7:30 p.m.