

Special Meeting

Philbrick James Library

Meeting of the Policy Subcommittee

Amended Minutes - October 28, 2022, 12:00 pm

In attendance: Anne Meyers (Director), April Purinton, Christina Eagen, Emily Oxnard

- I. Overview of purpose & scope of work: This subcommittee's focus is to work per the Strategic Plan on updating policies at the direction of the Director and to act as a sounding board. They are living documents that should all reside in one digital space.
- II. Reviewing current status: Policy Matrix from Strategic Plan
 - A. Instead of having a Meeting Room Use Policy, we will consider a Facility Use Policy
 - B. At the next full board meeting will be the first reading of the Collection Development Policy and the second reading of the Request for Reconsideration Policy.
 - C. Anne learned at the recent conference that it is advisable to have a Crisis Communication Policy, which needs to be added to the Policy Matrix in the Strategic Plan
- III. Delegation of Current Tasks
 - A. Research:
 - B. Write/Edit:

Policy Title and Status	Name of Draftee
<ul style="list-style-type: none">• Facility Use Policy – high• Patron Use Policy – low	Anne
<ul style="list-style-type: none">• Copier Policy – low• Technology Use Policy – high (currently Internet Use Policy and Wireless Internet Usage Policy)• Social Media Policy - medium	April
<ul style="list-style-type: none">• Incident Report Form – low• Patron Behavior Policy – medium• Unattended Child Policy – low• Document Retention/Patron Privacy Policy – low	Christina
<ul style="list-style-type: none">• InterLibrary Loan (ILL) Policy - low	Edie
<ul style="list-style-type: none">• Circulation Policy – medium• Video DVD Policy – low• Volunteer Policy – low	Emily
<ul style="list-style-type: none">• Donation and Acceptance of Gifts Policy – medium• Receipt and Expenditure Policy – low	Janice

- C. Format: We will use the Request for Reconsideration document as a template for the font, header/footer, for all of our documents.

- IV. Next meetings: Dec. 2 noon-1 pm, Jan. 20 noon – 1 pm at PJJL

Meeting adjourned at 1:00 pm.