

Special Meeting
Philbrick James Library
Meeting of the Policy Subcommittee
Draft Minutes – December 2, 2022, 12:00 pm

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

Call to order: 12:05

I. Recap of current work and status updates

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 – Discussed each, and research from Jaffrey, Wiggin, Lee Public Libraries was referenced; full board discussion needed.
<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 – Provided paper draft of all three policies plus the Incident Report Form; we will continue to consider and refine these.
<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 – Still working on all three drafts/not ready yet.
<ul style="list-style-type: none">• Donation and Acceptance of Gifts Policy – medium• Receipt and Expenditure Policy – low	Janice

II. Review policy matrix

III. Delegation of Current Tasks

A. More research required? yes

B. New format

C. Write/Edit

D. Develop Table of Contents for PJJL policy

IV. Review Materials Selection Policy, updated draft - TABLED

V. Summarize next steps and timeline

VI. Next meeting: January 20, 2023, noon and then February 17, 2023, noon

Meeting adjourned at 1:14 pm.