

Philbrick-James Library
Meeting of the Board of Trustees Policy Committee
Draft Minutes – March 31, 2023 at 9:00 am

Meeting is called to order at 9:03 am.

Present: Anne Meyers, Library Director, Christina Eagen, April Purinton, Emily Oxnard

- I. Review Draft Status Policies
 - A. Formatting (Christina)
 - 1. Incident Report Form – Anne will add edits with statement of purpose and spacing
 - 2. Patron Behavior Policy – Christina will add an appendix for signature page with footer (Needs a statement of purpose such as “This is for readmittance to the library in the event of...”)
 - 3. Unattended Children Policy –
 - 4. Patron Privacy Policy – This one is on hold until the Circulation Policy is completed.
 - B. ILL Policy and Procedures (Anne) – Made some edits to the policy and the external-facing patron support document
- II. Prioritize Current Tasks for next meeting
 - A. Circulation Policy (Emily) – Some revision done here in some of the sections
 - 1. Digital Resources (NHDB and Hoopla possibility)
 - B. Technology Use Policy (April) – Anne gave April some notes from which to work
 - 1. Public Internet Access and Appropriate Use Policy
 - 2. Wireless Internet Policy
 - 3. Social Media Policy (internal staff policy/external library policy)
- III. Summarize Next Steps & Timeline – At the next full trustee meeting, the ILL Policy is ready for the second reading, the Patron Behavior Policy is ready for the second reading plus the addendum, and the Photocopying and Printing Policy is ready for the first reading.
- IV. Next Meeting Date: Friday, April 14th at 12:00 pm
 - A. May – April will send out a scheduling tool to allow us to better coordinate for the next two months.
 - B. June

Meeting adjourned at 10:22 am.