Minutes

Committee Chair Russell opened the meeting at 11:00 AM. Two committee members were present and Library Director Hudson was in attendance.

Policy U Regarding Public Comment at Library Board meetings was deferred until the next committee meeting.

Director Hudson provided recommended updates to Policy M Regarding Gifts and Alliances with the Library System. Recommended updates include:

- Gifts to the Library “may” be tax deductible.
- Additional language about the fiscal relationship between the Library and the Foundation, specifically about not passing funds through each other.
- Updated language about the Library’s requirements to comply with county policy and procedures.
- Shortening of section on alliances.

The committee discussed the Library’s fiscal relationship with the Foundation, if the word “alliance” should be replaced with “MOU”, and adding the word “shall” to the language in sections 1B1 and 1E. The committee decided to continue review of this policy at its next meeting, specifically around delegating authority around alliances.

Director Hudson provided recommended updates to Policy F Regarding Organization of Library Facilities. Recommended updates include:

- Restructuring of introductory sections referring to Library Administration, Library Support Services/Technical Operations, and Branch Services.
- Removal of outdated language in the Branch Services section.
- Change in terminology regarding mobile/mini/portable libraries.

The committee had questions about some of the language proposed to be removed regarding outdated language in the branch libraries section. They requested retention of language about the base levels of collections: "Community Libraries should contain a minimum of 50,000 items" and "Regional Libraries should contain a minimum of 100,000 items." The committee approved moving forward the updated policy, with their edits, for consideration by the full Board at its April meeting.

Director Hudson provided recommended updates to Policy R Regarding Variable Circulation Dates. Recommended updates included:
All materials circulate 21 days except;
- Hot Picks shall circulate for 14 days;
- Book kits shall circulate for 6 weeks;
- Reference material does not circulate.

The committee discussed “library lingo” and whether or not the policy manual should include a terminology guide. Director Hudson will research which items in the policy manual might be library-specific and could benefit from being included in a list of terms and the committee decided to review the addition of such a document when it had concluded review of current policies. The committee approved moving forward the updated policy with no updates, for consideration by the full Board at its April meeting.

The committee approved moving forward the proposed undated policy with no additional changes for consideration by the full Board at its April meeting.

The meeting adjourned at approximately 12:33 PM.