Library Board of Trustees ad hoc Policy Committee Meeting

May 26, 2017 3:00 PM Government Center, Room 7

In attendance
Gary Russell, Chair
Sheila Janega

Minutes

Committee Chair Russell opened the meeting at 3:00 PM. Two committee members were present and Library Director Hudson was in attendance. Technical Operations Division Director Dianne Coan was also present.

The minutes of the April 2017 minute were approved.

The committee began with review of Policy U, Public Comment at Library Board Meetings, which had been held over from the previous meeting. Director Hudson explained that the only updating being recommended was changing the public comment time period from one year to six months. After review and discussion, the committee approved without objection moving forward the updated policy for consideration by the full Board at its June meeting.

The committee continued discussion of Policy W, Appropriate Use of Library Parking Lots, Grounds, and Exterior Plaza/Porches and Gathering Spaces which had been held over from the previous month as Director Hudson conferred with the County Attorney’s office on potential updates. After review with counsel, Director Hudson recommended only one change, to remove the section on 2B regarding the trespass code and replace it with “staff shall contact Library Administration”. The process to have someone officially trespassed has a few more steps to it that are reliant upon conference with additional county agencies beyond the County or City Police. Updating the language to have the branch contact Administration for assistance will reduce the burden on branch staff to act as the enforcer in difficult situations as well.

Discussion included how the updated policy would work for transient populations who might sleep in their vehicles, how staff would be informed of any update, and who is the contact for branch staff in Library Administration. Chair Russell requested that in 1B, the word “associate” be changed to “associated” and the committee concurred. With the edits discussed, the committee approved without objection the updated policy for consideration by the full Board at its June meeting.

Director Hudson provided recommended updates to Policy A, Library Director. Updates included:

- Changing instances of “County Executive” to “Deputy County Executive overseeing the County Library”.
- Moving 4E and adding it to the end of 4A.
- Moving the second half of 4A beginning with “...Shall be guided by the standards of personnel” to its own bullet, a new 4B.
Discussion included what does the term “oversee” mean and are the subjects in 4A inclusive of the totality of what should be included. Chair Russell asked that the word “temporarily” be added to 4F, related to the Director’s ability to close an individual library. Additional discussion around item 6 recommended moving the word “basic” from its current placement after the word “information” to before the word “information”. With the edits discussed, the committee approved without objection the updated policy for consideration by the full Board at its June meeting.

Director Hudson provided recommended updates to Policy S, Complaints about Library Materials in the Collection and Policy T, Suggestions for Purchase of Materials not in the Collection. Updates included:

- The merging of the two policies, to create a new Policy S renamed “Recommendations About Current and Potential Library Materials” and deleting Policy T.
- The merger of the two policies would keep the majority of the introductory language from the original policy S from the paragraph beginning with “The choice of library materials…” through the paragraph beginning with “Recognizing that a diversity of materials…”.
- The totality of the procedural information would be deleted from the policy, as the procedural information is already available in another location.

The committee had discussion regarding how complaints about materials would be handled, was the American Library Association guidance taken into account anywhere in the policy manual, and the difference between a request for reconsideration and a reclassification of a book. The committee requested that the last sentence be changed to read, “Recognizing that a diversity of materials may result in some requests for reconsideration for either deselection or selection, FCPL shall maintain a collection development handout and procedures to ensure objections, complaints, and recommendations are handled in an attentive and consistent manner.” The words “collection development handout” will link to public document which will describe the process around book recommendations and requests for reconsideration. With the edits discussed, the committee approved without objection the update policy for consideration by the full Board at its June meeting.

The committee will review policies B, G, and J at its next meeting.

The meeting adjourned at approximately 4:00.