Library Board of Trustees ad hoc Policy Committee Meeting

September 15, 2017 3:00 PM Governments Center, Room 8

In attendance

Gary Russell, Chair
Sheila Janega

Minutes

Committee Chair Russell opened the meeting at 3:10 PM. Two committee members were present and Library Director Hudson was in attendance.

The minutes of the May 2017 meeting were approved.

The committee began with review of Policy B, Availability of Services in Fairfax County and City. Director Hudson provided information on the recommended updates including minor grammar changes in addition to removing the bulk of the examples in section 2. The committee discussed the recommended changes and approved the update. The policy updated will be added to the October 11th, 2017 full Library Board meeting as a consideration item.

The committee reviewed Policy G, Selection of Materials. Director Hudson provided information on the recommended updates including: reformatting some sections, adding a line in section 2 regarding the evaluation of formats, and including reputable online sources as an option for availability of materials. The committee discussed the recommended updates and requested several additional grammar/formatting changes, most notably updating many instances of the word “will” to the word “shall”. After review and additional edits, the committee approved updating the policy. The policy update will be added to the October 11th, 2017 full Library Board meeting as a consideration item.

At the request of staff, a review of Policy J, Privacy of Patrons’ Research and Reading Materials, was deferred until a future meeting as staff continue their review with the assistance of the County Attorney’s Office.

A draft glossary was presented to the committee for review; the Library Board’s Policy Manual does not currently include any form of glossary so the majority of entries for the draft were pulled from other reputable sources, such as the glossary available through the Library of Virginia. Ms. Janega requested the addition of definitions for “community” and “regional” libraries, as they pertain specifically to Fairfax County, and an update to the draft entry for “regional library” to specify that the definition is related to the Library of Virginia’s classification for that phrase. With discussion, it was requested that the above items be added to the glossary and that further review and approval would be deferred to a future meeting.

The committee will review policies J and the glossary at its next meeting, in addition to several other updates recommended by staff that are strictly grammatical or formatting related.

The meeting adjourned at approximately 4:00.