



CALL TO ORDER: at 7:01p.m.

Present: Trustees Paul LaTour and Matthew Orr

Absent: Katrina Plonczynski

Also present: Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Trustee Joseph Sánchez

APPROVAL OF MINUTES OF JANUARY 8, 2025 COMMITTEE MEETING:

Matthew Orr moved and Paul LaTour seconded to approve the minutes of the January 8, 2025 committee meeting.

All in favor, minutes approved.

COMMITTEE MEETING 01-08-2025 MINUTES APPROVED

PUBLIC COMMENTS: One customer commented on public safety issues at Santori.

CUSTOMER BEHAVIOR AND SECURITY POLICY

Tom walked the committee through the latest changes to the Customer Behavior and Security Policy, renamed the Library Use and Security Policy. Staff suggest adding zero tolerance language to the prohibitions on smoking and alcohol and drug use and possession. The committee had a thorough discussion on the issue of sleeping in the library and settled on language prohibiting it.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Library Use and Security Policy as amended.

Roll call on motion:

Yes: LaTour, Orr

No: None

Abstain: None

Absent: Plonczynski

Motion carries

POLICY APPROVAL RECOMMENDED

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Michaela discussed the Confidentiality of Library Records Policy as part of the regular policy review cycle. Very minor changes are suggested, related to the language about sharing information with consortial partners.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Confidentiality of Library Records Policy.

Roll call on motion:

Yes: LaTour, Orr

No: None

Abstain: None

Absent: Plonczynski

Motion carries

POLICY APPROVAL RECOMMENDED

SUCCESSION AND CONTINUITY PLAN

Michaela reviewed the Succession and Continuity Plan with the committee as part of the regular review cycle; there are no suggested revisions at this time.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the Succession and Continuity Plan.

Roll call on motion:

Yes: LaTour, Orr

No: None

Abstain: None

Absent: Plonczynski

Motion carries

POLICY APPROVAL RECOMMENDED

SOCIAL MEDIA POLICY

Michaela discussed the Social Media Policy with the committee; this policy was recently reviewed but as staff attended continuing education events it became clear that some language in the policy needed additional revision. Suggested revisions tighten up overbroad language ensure the library's compliance with the law.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Social Media Policy.

Roll call on motion:

Yes: LaTour, Orr
No: None
Abstain: None
Absent: Plonczynski
Motion carries

POLICY APPROVAL RECOMMENDED

POLICY REVIEW SCHEDULE

The committee discussed the next policies up for review and agreed to meet again in May 2025. As a practical matter, the committee agreed to present the Library Use and Security Policy and the Social Media Policy at the March board meeting, and hold the Confidentiality of Library Records Policy and the Succession and Continuity Plan until April.

ADJOURNMENT

Matthew Orr moved and Paul LaTour seconded to adjourn at 7:57 p.m.
All in favor, meeting adjourned.

CERTIFIED TO BE A TRUE COPY

mh

Chair, Policy
and Personnel Committee