



CALL TO ORDER: at 6:32.m.

Present: Trustees Paul LaTour and Katrina Plonczynski

Absent: Matthew Orr

Also present: Executive Director Michaela Haberkern and Human Resources Director Brenda Blough

APPROVAL OF MINUTES OF MARCH 18, 2025 COMMITTEE MEETING:

Katrina Plonczynski moved and Paul LaTour seconded to approve the minutes of the March 18, 2025 committee meeting.

All in favor, minutes approved.

COMMITTEE MEETING 03-18-2025 MINUTES APPROVED

PUBLIC COMMENTS: None.

SOLICITATION AND NOTICE POLICY

Michaela discussed the light revisions to the policy with the committee, highlighting the change regarding language requiring permission for outside solicitation to language requesting notice. Other changes include tweaks to the structure to make the differences between solicitation inside library facilities and outside library facilities. In the Public Notice section, additional language clarifies that posting information does not imply endorsement or sponsorship.

Katrina Plonczynski moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Solicitation and Notice Policy.

Roll call on motion:

Yes: LaTour, Plonczynski

No: None

Abstain: None

Absent: Orr

Motion carries

POLICY APPROVAL RECOMMENDED

COLLECTION DEVELOPMENT 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

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Chair, Policy
and Personnel Committee