



**CALL TO ORDER:** at 6:48 p.m.

Present: Trustees Paul LaTour and Matthew Orr

Absent: Katrina Plonczynski

Also present: Executive Director Michaela Haberkern

**APPROVAL OF MINUTES OF OCTOBER 16, 2024 COMMITTEE MEETING:**

Matthew Orr moved and Paul LaTour seconded to approve the minutes of the October 16, 2024 committee meeting.

All in favor, minutes approved.

**COMMITTEE MEETING 10-16-2024 MINUTES APPROVED**

**PUBLIC COMMENTS:** None.

**CUSTOMER BEHAVIOR AND SECURITY POLICY**

Michaela informed the committee that she consulted with the library attorney regarding the advisability of prohibiting photography in the library. She received the advice that a prohibition on photographing or taking video or audio recordings of individual customers is fine, and that staff should understand that the public is allowed to take photographs and video and audio of them and of the facility in general.

The committee tabled the policy pending further staff review.

**SPECIAL EVENTS POLICY**

Michaela discussed the Special Events Policy as part of the regular policy review cycle. Proposed changes are mostly to do with clarifying language, incorporating the security guard fee into the regular room use fee, and adding language that allows the library to cancel events if there is a weather or other emergency.

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

Roll call on motion:

Yes: LaTour, Orr

No: None  
Abstain: None  
Absent: Plonczynski  
Motion carries

**POLICY APPROVAL RECOMMENDED**

### **UNATTENDED CHILD POLICY**

Michaela reviewed with the committee suggested revisions to the Unattended Child Policy, which include separate sections addressing approaches when the library is open and at closing. The committee discussed the staff recommendation to shorten the length of time a child may be unattended before involving the authorities, and decided that 15 minutes was more appropriate than the suggested 10 minutes. The committee asked for clarification about procedures involving calling the authorities, and Michaela advised them that when staff can get in touch with parents and caregivers, they are authorized to give it more time when that is appropriate.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Unattended Child Policy, including changing the 10 minute limit to 15 minutes.

Roll call on motion:  
Yes: LaTour, Orr  
No: None  
Abstain: None  
Absent: Plonczynski  
Motion carries

**POLICY APPROVAL RECOMMENDED**

### **EXHIBIT AND DISPLAY POLICY**

Michaela discussed the Exhibit and Display Policy with the committee as part of the regular review cycle. Suggested revisions are mostly to do with removing specific locations and descriptions of exhibit and display spaces, which will move to the application or to an informational page on the website, and with changing language about permitted/prohibited use to selection criteria language. This more closely mirrors the Collection Development Policy and the Program Policy.

Matthew Orr moved and Paul LaTour seconded to recommend that the full board approve the revisions to the Exhibit and Display 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 March 2025. As a practical matter, the committee agreed to present the Unattended Child Policy and the Exhibit and Display Policy at the January board meeting, and hold the Special Events Policy until February.

**ADJOURNMENT**

Matthew Orr moved and Paul LaTour seconded to adjourn at 7:18 p.m.  
All in favor, meeting adjourned.

**CERTIFIED TO BE A TRUE COPY**

mh

\_\_\_\_\_  
Chair, Policy  
and Personnel Committee