

Policy & Bylaws Committee Meeting Minutes from 10/20/21

John McGowan began the meeting at 12pm. Cindy Heischmidt, David Diveley, Stacy Lane, Amy Trueblood, and Katie Earnhart were in attendance.

The committee meeting was called to discuss and review the *Misc Employee Policies, Library Holidays, Solicitation*, and two new draft policies; *Suspension of Privileges for Environmental Health & Safety Reasons* and *Public Participation at Board Meetings*.

The committee began with a review of the *Public Participation* draft policy. After discussion and grammatical changes, Amy made a motion to approve the draft, seconded by Dave. The motion passed and the draft policy will be sent to the full board for their review and approval.

Next, the committee discussed the *Suspension of Privileges for Environmental Health & Safety Reasons*. Small text and grammatical changes were recommended. Stacy moved to approve the draft and send to the full board for review and approval. Cindy seconded the motion. Motion passed.

The committee reviewed the *Misc Employee* policies which included *Dress & Personal Hygiene, Gum Chewing, Personal Telephone Calls, Change of Address/Phone Number, and Use of Library Equipment and Supplies*. There were no recommended changes to these existing policies. Dave moved to send them as is to the full board for review and approval. Amy seconded the motion. Motion passed.

The committee discussed the current *Holidays* policy in light of the newly created federal holiday observing Juneteenth. The committee ultimately decided to wait and see what the City of Cape does in response to the new holiday. This policy change has been tabled for now.

Finally, the committee also reviewed the *Solicitation* policy. After discussion, Katie was asked to reach out to other libraries to determine the necessity of having such a policy in our policy manual. The review of this policy has been tabled for now.

The meeting adjourned at 1pm.