

## **Policy & Bylaws Committee Meeting Minutes from 11/28/2022**

Amy Trueblood began the meeting at 11:04am. John McGowan, David Diveley, Red Redinger, and Katie Earnhart were in attendance.

The committee meeting was called to discuss the following policies: Military Leave, Closing the Library, Public Forum, and Patron Code of Conduct policies.

Military Leave:

1. Our policy was sent to Diane Howard for review. She submitted a revised copy back to the committee. The committee accepted her version.

John M moved to send this draft to the full board for approval. Red seconded. Motion passed.

Library Policy Manual & Personnel Manual, Library Closure:

1. Katie submitted a draft policy that amended the current policy found in the Personnel manual to include building malfunction and unusual circumstances for reasons for closing. There was also language added about the difference between short term and long-term closings and the procedures for that taking place.
2. A newly created policy was also presented that would be added to the Library Policy Manual explaining why the library would close, how we would announce to the public, and how a closing would affect due dates for patrons.

John M moved to approve the draft and the changes to our current policy and send to the full board for approval. Dave seconded the motion. Motion passed.

Patron Code of Conduct and Public Forum Areas:

1. A draft of the Patron Code of Conduct was submitted with a wording change from 'assist' to 'service' animals.
2. Based on previous conversations, more research was done about videotaping in the library. Katie reached out to MPLD and received a policy limiting videotaping in a library without permission. Amy took that example and drafted our own version, the Public Forum Areas policy. This newly created policy was submitted to the MPLD lawyer for review. At the time of the committee meeting we had not received a response.
3. The committee decided to table the Public Forum Areas policy and in turn the Patron Code of Conduct policy until a response from the lawyer was received.
4. John M also asked Katie to check on how this new policy affected the ability for board meetings to be recorded and if our Board Bylaws also needed to be amended.

The meeting adjourned at 11:30am.