



**Library Board Program/Policy Committee**  
**January 28, 2011**

**Meeting Summary**

**Library Board Members**

Therese VanBlarcom, *President*  
Claudia Kelly, *Vice President*  
John Pacheco, *Secretary*  
Brandi Brown  
Caitlin Cahill  
Holly Guncheon  
Sandy Johnson  
Jill Joseph  
Kathleen Lamb  
Gary Thaden

**Library Director**  
Lois Langer Thompson

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**Attendees:** Library Board Committee Members: Committee Chair Claudia Kelly, Brandi Brown, Caitlin Cahill, Holly Guncheon, and Sandy Johnson; Library Board member Gary Thaden; Staff: Judith Friedrich, Janet Mills, Bill Rodgers, and Marilyn Zastrow

**Welcome and Approvals**

Chair Kelly called the meeting to order at 3:10 p.m. and welcomed attendees. Caitlin Cahill made a motion to approve the agenda; seconded by Sandy Johnson. Motion passed. Caitlin Cahill made a motion to approve the meeting summary of September 9th; seconded by Sandy Johnson. Motion passed.

**Public Comment:** no comments.

**2010 Accomplishments**

Ms. Friedrich and members of the committee reviewed 2010 committee accomplishments. Five policies were developed and subsequently adopted by the Library Board. Committee members and the Library Board as whole developed a deeper understanding of the breadth, depth, and use of HCL's collection. The fundamental ways HCL's collection supports the library's mission were identified as result of the consensus building workshop conducted in August. Committee membership was expanded and meetings were held at various locations allowing members to visit different libraries.

**2011 Committee Meeting Schedule**

- Committee members discussed a schedule that would work best for advancing policies to the full board. Caitlin Cahill made a motion to meet the second Thursday of each month at 3:00 p.m., with the exception of December when no meeting would be held. The next meeting would be February 10<sup>th</sup> at Southdale Library; seconded by Sandy Johnson. Motion passed.
- Sandy Johnson made a motion that Holly Guncheon would be Vice Chair for when Claudia Kelly is absent; seconded by Caitlin Cahill. Motion passed.

**Unfinished Business**

- *Collection Management and Development Policy.* Bill Rodgers and Judith Friedrich recapped the background work completed in 2010 and the rapidly changing environment we are in. Staff will develop a first draft as a starting point for discussion and reflection at the February meeting.
- *Donation Policy.* Staff will prepare a draft policy (that incorporates donated art) for discussion at the February meeting.

**New Business**

- The committee reviewed the draft 2011 work plan and aligned it with the Library Board's 2011 Strategic Action Plan.
- *Fee and Fine Policy.* Staff presented recommended revisions to the policy. It includes language that better articulates *why* fines and fees are collected, creates a more flexible process to authorize fine waivers, and increases the review cycle to every three years. Library Administration recommends no changes to fee and fine schedule for this cycle.
- Minors' use of the library and access to the collection. Discussion deferred until the next meeting.

**Next Steps and Action Items**

- Program/Policy Committee's next meeting is February 10, 3:00-4:30p.m., Southdale Library, Ethel Berry Room.
- Committee action at the February 10 meeting to advance the revised Fee and Fee and Policy is anticipated
- Ms. Friedrich will provide an overview of library policies at the Library Board meeting on February 23.

**Adjourn**

The committee meeting concluded at 4:40 p.m. Sandy Johnson made a motion to adjourn the Program/Policy Committee meeting which was seconded by Caitlin Cahill. Motion passed.