

**Forest Park Public Library
Policy Committee Meeting Minutes
Friday, October 18th 2019 @ 10:00 AM
Adult Services Study Tables**

Committee Members: Susan Farnum, Alicia Hammond, Karen Childs (Chair), Pilar Shaker, Nathalie Wheaton

Opening of Meeting

- A. Meeting was called to order at 10:05 am by Karen Childs
- B. Roll Call:
 - K. Childs- Present, N. Wheaton – Present, P. Shaker – Present, S. Farnum – Present, A. Hammond - Present
- C. Approval of Agenda:
 - Motion was made by Pilar Shaker, seconded by Karen Childs. Motion carried.
- D. Guest: None
- E. Approval of Minutes:
 - Minutes from March 8th, 2019 policy committee meeting were reviewed. A motion was made by Nathalie Wheaton to approve the minutes, the motion was seconded by Pilar Shaker. Motion carried.

New Business

- 1. A motion was made by Nathalie Wheaton to approve the draft Meeting Room Use Policy, the motion was seconded by Susan Farnum. The committee discussed some minor wording and grammatical suggestions and agreed that the document was ready for Board approval. The motion passed with all in favor.
- 2. A motion was made by Pilar Shaker to approve the draft Food in the Library Policy. The motion was seconded by Nathalie Wheaton. Susan Farnum recommended adding language regarding patron responsibility for food allergies as an example from another library showed. The committee agreed to this change prior to Board review. The motion passed with all in favor.
- 3. A motion to approve the Family/Gender Neutral Bathroom use Policy was made by Nathalie Wheaton. The motion was seconded by Pilar Shaker. Karen Childs suggested changing the Policy title to Single-User Restroom Policy prior to board approval, the Committee agreed. The motion passed with all in favor.
- 4. A motion was made by Pilar Shaker to approve the draft revisions to the Service to Youth and Caregivers Policy. The motion was seconded by Susan Farnum. Susan Farnum suggested changing the word “speak” to “work” and Karen Childs pointed out a sentence that needed clarification, no other changes were suggested. The motion passed with all in favor.
- 5. A motion was made by Nathalie Wheaton to approve the draft revisions to the Library Code of Conduct, the motion was seconded by Alicia Hammond. Minor language and grammatical suggestions were made. The motion passed with all in favor.

Adjournment

Meeting adjourned at 10:50am. Motion made by Nathalie Wheaton, seconded by Pilar Shaker.
Motion carried.

Respectfully submitted,

Pilar Shaker
Director