

**Forest Park Public Library
Policy Committee Meeting Minutes
Friday, January 10th 2020 @ 9:30 AM
Director's Office**

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

Opening of Meeting

- A. Meeting was called to order at 9:31am by Karen Childs
- B. Roll Call:
 - K. Childs- Present, N. Wheaton – Present, P. Shaker – Present, A. Hammond – Present, Susan Farnum - Absent
- C. Approval of Agenda:
 - Motion was made by Nathalie, seconded by Pilar Shaker. Motion carried.
- D. Guest: None
- E. Approval of Minutes:
 - Minutes from October 18, 2019 policy committee meeting were reviewed. A motion was made by Nathalie Wheaton to approve the minutes, the motion was seconded by Alicia Hammond. Motion carried.

New Business

- A. Annual review of the Material Selection Policy – the committee reviewed and discussed the policy. All present committee members agreed that the policy was not in need of changes. The committee also reviewed the material reconsideration packet and agreed that it was fine and was not in need of any updates at this time.
- B. Discussion of the need for a Decorations Policy – The committee discussed a suggestion by another board member for a library policy governing holiday decorations. Director Shaker informed the committee that she had researched the topic and could not find a similar policy at any libraries. Director Shaker shared that she did find some policies that covered the topic of staff area decorations to ensure that no staff members put out items of offense in their office areas. There were also policies that covered requirements for safe hanging and display of decorations throughout public buildings. Director Shaker shared that responses she received from other area Directors included opinions that this shouldn't be a policy and comments indicating that other libraries felt that it was the duty of the public library to display holiday décor that was in line with the major holidays celebrated in the community. The management level employees informed Director Shaker that they would prefer for this to remain procedural and not policy. The committee agreed that this should be a procedure dictated by staff and that the opinions of board members would be taken into account year to year.

- C. Review of state mandated personnel policy updated – The committee reviewed the 2020 laws impacting personnel policies in the library and discussed the changes made to the Policy Manual in response to these changes.
- D. Approval of Recommended Policy Changes for Final Board Approval – The Committee Recommends the following:
 - a. The Policy Committee Recommends that the Board of Trustees approve the Material Selection Policy for 2020 without change, that the library not create a policy dictating holiday decorations, and that the Personnel Policy Manual be updated with the 2020 laws as drafted.

Adjournment

Meeting adjourned at 10:11am. Motion made by Nathalie Wheaton, seconded by Karen Childs.
Motion carried.

Respectfully submitted,

Pilar Shaker
Director