

Policy Committee

May 20, 8:30am

Present – Kathleen Packard, Marti Fiske, Bill Stroup, Carl Jacobs.

Minutes approved June 14, 2021

The Policy Committee met this month to discuss the creation of a Hotspot Policy, review the city of Keene mask ordinance in anticipation of it "sun setting" and how it pertains to the Library's policies, review the updated Internet use Policy, and discuss the Board chair's task to create a statement for Diversity, Equity and Inclusion.

The Committee approved the April minutes. Marti mentioned that the notary training planned for last month was canceled. This is because there may be new legislation to change processes that will affect the notary policies and procedures. Once state legislation is finalized, then the Policy Committee plans to review the approved Notary Policy and make any amendments/recommendations to the Board as needed.

The Committee reviewed the draft of the Hotspot Policy Library staff created. General questions regarding the new service were discussed. Marti noted they are ready to start this service once the policy is in place. The Committee unanimously approved the draft as written.

The Committee reviewed the emergency policies that were approved this past year in relation to the city of Keene's anticipated sun setting of the mask ordinance. Much discussion was had. In terms of policy, it was unanimously agreed that no changes to existing policies needed to be made. Marti stated that she would post signs in front of the Library and at the entrance to the children's department that will include the availability of curbside accommodations.

The Committee reviewed the staff updated draft of the Internet Use Policy. The Committee made one suggestion for amendment. The updated policy with amendment was unanimously approved. This updated policy will be submitted with the larger updated manual that this Committee has been reviewing for the 2020-2021 fiscal year. The former policy was out of date with current practice and ALA guidelines.

The Committee briefly discussed the need to create a statement and/or policy regarding Diversity, Equity and Inclusion. The Committee unanimously felt that the discussion and solution needs to be larger than the Policy Committee and will seek the Board chair for further guidance regarding it.

The Committee tabled the review of the Non-Monetary gifts sections of the policy manual due to time constraints. This is on the agenda for the next Policy Committee meeting, June 14<sup>th</sup> at 2:30.

Respectfully submitted,

Kathleen Packard, Chair