

**Ida Public Library
Board of Trustees Policy Committee Meeting
October 4, 2019- 10:00am
Board Meeting Room**

The meeting was called to order by Committee Chair, Trustee Sue Holmes, at 1003 am. Present were Board Trustees Renee' Keeney, Jan Knutson, and Robert Pachachek. Also present were Library Director Ashley Bryant, and Youth Services Manager, Angela Bennett.

There was no public comment.

First on the agenda was a review of the Computer Use Policy. The Policy Enforcement section was updated by library staff, with attention to the "Revocation of Privileges" section. Written guidelines were added, on how to address patron violations of the computer use policy. It was agreed by the Policy Committee to allow the library staff to use their discretion when enforcing the policy, and that they also may skip steps, based on the severity if the violation. Library staff will be allowed to decide what is deemed inappropriate and the Library Board will support them. The committee was given the assurance that patrons' First Amendment Rights will be respected by library staff when making these decisions. A log will be kept of the names of patrons for whom disciplinary action for library computer abuse was initiated.

There was also discussion on the "Staff Assistance" portion of the policy. Currently, staff allocate 10 minutes to assist patrons with computer use when asked. If something will take longer than 10 minutes, the staff has a script they are to follow, asking patrons to make an appointment. Andrew J. Is available to help patrons with more extensive computer assistance by appointment only.

Ashley mentioned a situation where a patron using Andrew's help, was upset that he had seen her private information ie. SSN, Medicare ID. The library does not currently have a release of liability waiver for patrons to sign, acknowledging that their personal identification information may be seen in the course of the appointment session. Also, that the library can not be held liable for any damage to their device. Plans were discussed to put one into place.

The policy was reviewed for grammatical errors. Sue asked that the word "life long" either be made into one word, or hyphenated, for correctness. No other errors were found.

The second item on the agenda was review of the Board Policy Calendar. Ashley asked that on the 2020 Calendar, the following changes/additions be made:

April-Add "Approve Closed Session Minutes" (no policy at this time)

-Add "Review Non Resident Method" (Policy ??)

August-Delete "Insurance and bonding coverage for the library to review" and move it to October. The rationale was that insurance policies aren't due for renewal until October, and in August, she doesn't have the information on them yet. (Policy 2.11, and 5.15)

October-Add "Insurance and bonding coverage for the library to review." (Policy 2.11 & 5.15)

-Add "Approve Closed Session minutes." (No policy at this time)

November- Add "Discuss Tax Levy" (Policy ??)

Lastly, the decision was made to have a formal policy in place by April, 2020, directing how Closed Session Minutes should be managed going forward.

The motion to adjourn was made by President, Renee' Keeney and seconded by Trustee Robert Pachacek.

The Policy Committee Meeting was adjourned at 1047am but Chair, Sue Holmes.

Minutes taken and respectfully submitted by President, Renee' Keeney