

Services Committee Minutes

4/14/2025 • 5:30 PM

Attendance: C. Pensabene (President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

Excused: Katie Sheehan (Chair – Vice President)

ACTION ITEMS:

- **Staff Manual**
- Meeting Room Policy (amendments)
- Programming Policy (amendments)
- Library Card Policy (amendments)
- **Friends Fundraiser (alcohol, exhibit sales)**
- Succession Planning & Board Matrix
- Collection Management Policy

- 1) **Staff Manual:** The committee did a final review of the staff manual discussing the following areas: conflict resolution process, PTO payout, security awareness training – quarterly online training, portable communication device, texting while driving, handling of gifts, third party disclosures, benefits overview, insurance, holiday time and a half, sick leave for part-timers, bereavement leave, and dress code (personal appearance)

Motion: The services committee moves to approve the April 2025 Employee Handbook which will replace the 2010 Staff Manual.

- 2) **Friends Fundraiser:** The Friends are interested in serving wine at their upcoming library fundraiser, Night at the Library. The Friends are deep into planning and need a final decision soon. The committee discussed whether to serve alcohol. Concerns were raised about liability, licensing, insurance, and maintaining the library as a safe, inclusive space. The committee reached a consensus to recommend not allowing alcohol at the event.

Next Meeting Action Items:

- Meeting Room Policy (amendments)
- Programming Policy (amendments)
- Library Card Policy (amendments)
- Succession Planning & Board Matrix
- Collection Management Policy