

Services Committee Minutes

5/6/2025 • 4:00 PM

Attendance: Katie Sheehan (Chair – Vice President), Camie Engel (Secretary), C. Pensabene (President – arrived 4:36 p.m.), Mari Harris (Trustee – exited 5:00 p.m.), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

1. Employee Handbook
2. Meeting Room Policy (amendments)

- 1) **Employee Handbook:** The committee reviewed edits due to accidental omission/errors, including jury duty and 37 hours vs. 40 hours. The final version of the handbook will be distributed to staff on May 9.
- 2) **Meeting Room Policy:** It was noted that the current policy caused confusion. Revisions were made to improve clarity in areas such as user responsibilities, eligibility, prohibited activities, meeting room use guidelines, advance reservations, cancellations, time-limits, library authority, and publicity/marketing. A robust discussion followed regarding workflow, capacity, and the potential impact of allowing businesses and parties to use the space. This portion of the discussion was tabled pending staff input and further investigation.

Motion: The services committee moves to recommend the approval of the amended Meeting Room Policy.

Next Meeting Action Items:

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