

## Services Committee Minutes

March 9, 2026 • 5:30 PM

Attendance: Jordan White (Chair), Charlie Pensabene (President), Sarah Boggess (Trustee), Doug Morrissey (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

### ACTION ITEMS:

- Friends Fundraiser (alcohol policy)- Revisit - Special Events & Alcohol Use Policy (new)
- Code of Conduct (revised)
- Community Access & Group Visits Policy (combining previous drafts of Group Visits and Equitable Service Policies)

**1. Friends Fundraiser (alcohol policy):** A draft Special Events & Alcohol Use Policy was presented to the committee for review, which was discussed in relation to accommodating a one-day liquor license for the Friends' evening fundraiser event.

**2. Code of Conduct Policy Draft Amendments:** The policy was amended under Examples of Prohibited Behaviors under Illegal Activities: Possession or consumption of alcoholic beverages in violation of applicable law or Library policy, including open containers of alcohol.

**Motion:** The Services Committee moved to recommend that the full Board approve the Special Events & Alcohol Use Policy.

**Motion:** The Services Committee moved to recommend that the full Board amend the Code of Conduct Policy.

**3. Community Access & Group Visits Policy:** The draft policy affirms the library's commitment to equitable, respectful, and consistent access for all patrons while establishing clear expectations for organized group visits, including advance scheduling, supervision, space use, and shared access to staff and facilities. It is intended to support a welcoming, safe, and well-managed environment for individuals, families, and community groups alike. The committee discussed advance scheduling requirements for groups of five or more, based on space availability and public access. Further review of the policy is needed.



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## **Future Discussions:**

1. Group Visits Policy
2. Succession Planning Policy
3. Land Purchase/Use Policy
4. Space Planning