

Services Committee Minutes

October 5, 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:

1. Liaisons for Board Meetings
2. Trustee Recruitment
3. Draft 2027 Library Closure Schedule
4. Draft Exhibit Policy Amendments
5. Draft Building Access Controls Policy (replace Library Access Policy)
6. Draft Disaster Preparedness and Emergency Response Policy
7. Draft Employee Handbook Updates

1. Liaisons for Board Meetings:

- The committee agreed to continue including liaisons as a board agenda item.

2. Trustee Recruitment:

- Board election packets are due on October 17.
- The library currently has three candidates who have expressed interest in running for the two open seats. One for a five-year term and one for a two-year term.
- The Trustee Candidate Forum is scheduled for October 22, which will be held virtually at 7:00 p.m.

3. Draft 2027 Library Closure Schedule:

- The library closure schedule is largely consistent with previous years, with no changes to staff paid-day provisions outlined in the staff manual.
- The schedule proposes reviewing closures for the day after Thanksgiving and the day after Christmas, which have traditionally been open but have historically had low attendance.
- The day after Christmas presents a scheduling challenge for the year of 2027 because it falls on a Sunday, making weekend staffing more difficult.
- The committee agreed to keep the day after Thanksgiving open but close the day after Christmas in 2027, as an unpaid holiday.

Motion: The Services Committee moved to recommend that the full Board approve the 2027 Library Closure Schedule.

4. Draft Public Exhibit Policy Amendments:

- The committee reviewed the proposed adjustments to the current exhibit space policy.

Motion: The Services Committee moved to recommend that the full Board approve the Public Exhibit Policy amendments.

5. Draft Building Access Controls Policy (replace Library Access Policy):

- This policy replaces the existing Library Access Policy, which has not been updated since 1995 and contains outdated language.

Motion: The Services Committee moved to recommend that the full Board approve the Building Access Controls Policy, formerly known as Library Access Policy.

6. Draft Disaster Preparedness and Emergency Response Policy:

- While the library has various emergency procedures and policies, including a pandemic policy, a new comprehensive policy addressing disaster preparedness and emergency response is recommended.
- The committee will review the policy further and discuss it at the next committee meeting.

7. Draft Employee Handbook Updates:

- Updates are needed to clarify the language and address issues that have arisen.
- The committee did not have time to address these updates during the meeting; discussion will be deferred to the next committee meeting.

Future Discussions:

1. Loan Periods/Fines/Fees
2. Space Planning
3. Land Purchase/Use Policy
4. Children & Youth Supervision Policy (replacing Unattended Juveniles Policy)
5. Tutoring Policy (review)
6. Library Card Policy (review)
7. Internet Use Policy (review)
8. Whistleblower Policy (review)
9. Sexual Harassment Policy (review)