

Bellaire Public Library
Policy Committee of the Board of Trustees
May 6, 2022, 11:30 a.m., Bellaire Public Library

MINUTES

MEMBERS OF THE COMMITTEE ATTENDING: Mary Edens and Susan Larson
OTHERS PRESENT: Director Cindi Place
EXCUSED ABSENCE: Lee Kerr

CALL TO ORDER: Edens called the meeting to order at 11:35 a.m.

PUBLIC COMMENT: None

NEW BUSINESS:

The purpose of the meeting was to review our Copier Use Policy (O) and Acceptable Use Policy (T) with regard to charges for scanning and copying and our Equipment Use policy (N) to take into account our Library of Things. The Director provided a copy of proposed language regarding our Library of Things (process for circulation, lending guidelines, and agreement), which the committee agreed should replace the current Equipment Use Policy (N) as it is more relevant and all-encompassing. Other policies were also reviewed; revisions were limited to minor editorial changes and elimination of language that no longer applied. Edens will rework the Volunteer Policy and provide a draft for committee review. Director Place will contact our auditor regarding a line in the Purchasing Policy (FE) that calls for three quotes for the purchase of capital assets and costs associated with building improvements, with an estimated value in excess of \$100.00, before the matter is taken up by the Finance Committee.

PUBLIC COMMENT: None

MEETING ADJOURNMENT: Edens adjourned the meeting at 1:45 p.m.

Submitted by Susan Larson, May 8, 2022