

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Ayers Meeting Room
March 30, 2023

Present - Trustees: Brodie Deshaies (chair), Linda Wilberton, Doug Smith, Alternate Trustees: Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowden

Brodie Deshaies called the meeting to order at 3:07 p.m.

Approval of the Minutes of February 27, 2023

Sandy Whittier motioned to accept the Policy & Procedures Committee Meeting minutes of 2/27/2023. Linda Wilberton seconded the motion. There was no discussion or amendments to the minutes, and all voted in favor.

Public Input (none).

Old Business - none

New Business

The meeting agenda was amended to start the new business by discussing a public input policy.

Discuss Public Input Policy

The committee discussed the need for a public input policy to ensure order at meetings and equal access to provide public input to the Library Board of Trustees. The committee developed a draft public input policy to recommend the Library Board of Trustees adopt.

Sharon Marigliano motioned that the committee recommends the Library Board of Trustees adopt the following public input policy: "Each meeting of the Wolfeboro Library Board of Trustees and its committees shall have a 15-minute public input period after the approval of any meeting minutes. Each person providing public input will be allotted a maximum of 3 minutes to speak. Any extension to the individual's speaking time may be provided by the Board Chair or committee Chair. The entire Board or committee will have the discretion to extend or end the 15-minute public input period or add another public input period to the end of the meeting before adjournment." Linda Wilberton seconded the motion, and all voted in favor

Review Collection Development Policy

The committee discussed the library's Collection and Development Policy and Circulation for Youths.

Linda Wilberton motioned to recommend the Library Board of Trustees insert the Wolfeboro Public Library's 2011 Collection and Development Policy's 3rd paragraph under the section titled "Controversial Materials and Requests for Reconsideration" to our current "Controversial Materials and Requests for Reconsideration" section of the current Collection and Development Policy. This motion was seconded by Sandy Whittier.

The discussion included clarifying the motion and agreement that this paragraph will help clarify the library's role in families' lives. All voted in favor of the motion.

Sharon Marigliano made a motion to recommend the Library Board of Trustees cite and add Appendix B from the 2011 Collection and Development Policy to our current Collection and Development Policy. The motion was seconded by Sandy Whittier.

The discussion included the relevance of Appendix B to the previously made suggestion by the committee to the Library Board of Trustees and the usefulness of the document. All voted in favor of the motion.

The committee discussed the currently used "Request for Reconsideration of Library Resources" form used by members of the public who wish to challenge books or materials in the library. Co-acting Director Jeanne Snowden showed the committee the library's current and newer sample forms. Co-acting Director Joyce Davis made a few suggestions for updates to our current form. Committee members agreed updating the form was needed.

Sandy Whittier motioned to suggest the Library Board of Trustees adopt an updated and edited draft of the "Request for Reconsideration of Library Resources" form created by the committee. Sharon Marigliano seconded the motion.

Discussion of the motion included the need to modernize the list of types of materials that can be challenged and clarification of question 5 on the sample form.

Circulation Policy for Youths

The committee then discussed the process for youths/minors to get a library card or take out a book. The committee agreed there was no need for any suggested changes to this policy at this time.

Sharon Marigliano motioned to adjourn the meeting, and Doug Smith seconded the motion. All voted in favor of the motion. The meeting adjourned at 3:59 PM.

Notes were taken and transcribed by Brodie Deshaies. Nancy Bell formatted the meeting minutes.

Note: Minutes are UNAPPROVED until voted on by the Library Director Search Committee