

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Genealogy Room
November 30, 2023

Present - Brodie Deshaies (chair), Doug Smith, Nancy Bell, Sharon Marigliano, Sandra Whittier,
Library Director: Alison Rutley

The meeting was called to order by Brodie Deshaies at 3:05 p.m.

Approval of the Minutes of November 7, 2023

Corrections included: Page 2, Paragraph 2, the spelling of the Chair's name, corrected to Brodie Deshaies; Public Input, sentence one, change the word Forum to Input.

Sharon Marigliano made a motion to accept the Policy & Procedures Meeting minutes of November 30 as corrected. Sandy Whittier seconded the motion. All voted in favor.

Old Business - none

New Business

Alison has implemented a method to review policies and present them to the committee for review. With the assistance of Lori Pankowski, she is compiling the policies which are being reviewed by the Assistant Director, Joyce Davis, and the Youth Services Librarian, Jeanne Snowdon, for updates. After this process the policies are submitted to the Policy and Procedures Committee for review.

Circulation Policies

Wolfeboro Public Library Card Policy

Two changes were suggested to clarify the usages of Non-Resident graduating senior card expiration and the elimination of the phrase "When these non-resident issued expire, they will need to pay the fee to renew the card" and to insert the word "We" at the beginning of the next sentence.

It was also agreed that non=resident veterans and their families will receive a 50% discount on library cards upon presenting proof of service. A discussion was held on the elimination of fees to replace lost library books. New library cards can be replaced at the circulation desk. Non=resident cards can be renewed upon payment of a fee for the new period of time.

Sandy Whittier made a motion to present the Wolfeboro Public Library Card Policy to the Board of Trustees as amended for approval. The motion was seconded by Doug Smith. All voted in favor.

DVD Circulation Guidelines

It was agreed to change the maximum number of DVDs borrowed to 12.

Return of the DVDs may be made to the outside book drop.

If lost or damaged there will be a charge for the cost of the replacement.

There will be a charge for a lost or broken case.

Brodie made a motion to submit the DVD Circulation Guidelines as edited to the Board of Trustees to be accepted as a policy. The motion was seconded by Doug Smith. All voted in favor.

Library Fine Policy

On paragraph two, the last sentence was amended to include or Assistant Library Director's approval at the end of the sentence.

Doug Smith recommended that the Overdue Fines Limit Policy be submitted to the Board of Trustees as discussed and approved by the committee with the edit. Sharon Marigliano seconded the motion. All voted in favor.

Telescope Borrowing Agreement

Corrections made include Page 1, Item 2 should read Orion lens cleaner brush, Item 4 should read Pocket Guide to Constellation, Page 2, in the Materials section, repeat change to Orion Lens Cleaner Brush.

Brodie Deshaies made a motion to accept the Telescope Borrowing Agreement with the minor changes as presented above and to present the Agreement to the Board of Trustees for approval. The motion was seconded by Doug Smith. All voted in favor.

Collection Development and Purchase Reconsideration

Changes were made under Selection: Sentence 2, In general the Assistant Library Director selects and maintains material in the Adult Collection and the Youth Services Librarian selects and maintains material in the Children's and Young Adult Collections.

Under Patron Recommendations: The last sentence should read: If it is not possible or appropriate to purchase the material a copy may be requested through Interlibrary Loan (ILL).

Children's Collection: The first sentence was changed to end "and the recreational needs of children from infancy through grade 6."

Under Multimedia Collection, the audiocassette format is no longer being utilized. The committee was advised that the music collection is based on library availability.

The Request for the Reconsideration of Library Resources Form was also reviewed.

Brodie Deshaies made a motion to accept the Collection Development Policy with discussed edits as amended by the committee for the approval to the Board of Trustees. The motion was seconded by Sharon Marigliano. All voted in favor.

Information Technology and Equipment Use Policy

It was suggested that the policy be submitted to the Human Resources Committee for their review. Brodie Deshaies made this motion, which was approved by Doug Smith. All voted in favor.

Meeting Room Disclaimer

Alison presented the disclaimer which she would like to see posted in the library. Brodie Deshaies made a motion to recommend the adoption of the disclaimer to the Board of Trustees for approval. Doug Smith seconded the motion. All voted in favor.

Other Old Business

A discussion of the Code of Conduct and Room Usage was held.

Other New Business - none

Public Input (none).

The next meeting will be on Thursday, January 25, at 3:00 p.m.

Upcoming meetings/events

Wolfeboro Public Library Trustees Meeting: December 11, 2023, at 3:30 p.m.

Finance Committee Meeting - December 14, 2023, at 4:00 p.m.

Human Resources Committee - Monday, January 22 at 2:30 p.m.

Policy & Procedures Committee - Thursday, January 25, at 3:00 p.m.

Adjourn

Brodie Deshaies made a motion to adjourn. Doug Smith seconded the motion. All voted in favor.

The meeting was adjourned at 4:03 p.m.

Respectfully submitted,

Nancy Bell

Policy and Procedures Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Policy and Procedures Committee