

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

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Policy Committee Minutes

February 9, 2023

Via Zoom

1. Meeting called to order at 5:05 pm. Committee members present: Sue Zeller and Dan Greene. Library trustee present: Ed Fox. Library Administrator present: Carolyn Brennan.
2. Dan amended the agenda to add bullet point 5 "other business." Carolyn noted that the agenda did not include a bullet point to approve the prior meeting minutes. Sue noted that the minutes for two meetings (Nov and Feb) could be reviewed and approved in March.
3. The committee discussed their 2023 Goals and decided upon two. Firstly, the Policy Committee will review and update policies needing minor revisions as well as policies that have not been reviewed in more than 5 years. Secondly, the Policy Committee will review and update policies in light of strategic plan goals.
4. The committee discussed the list of policies identified by Dan Greene as needing review. This list includes the Acceptable Internet Use Policy, the Rules of Conduct Policy, the Sexual Harassment Policy, The Policy on Attended and Unattended Children at the Library, The Records Retention Policy, The Meeting Room Policy, the Lending and Non-resident Borrowing Policy, all policies for the purpose of gender inclusivity and accessible language, and any other policies that require updates to align with the Strategic Plan.

For the March Meeting, Carolyn will provide marked-up versions of identified policies that need minor changes for the committee's review. the committee will review updated finance committee suggestions to finance policies and will review policies needing minor changes.
5. Sue Zeller, who also serves on the Finance Committee, shared that the Finance Committee is recommending updates to the library's Financial Oversight Policy to the Policy Committee. Carolyn will created a marked-up copy of the revised policy using the Finance Committee draft minutes in advance of the March Policy Committee meeting for the committee's review.
6. Adjourned 6:32 pm