

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

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Policy Committee Minutes DRAFT

11/03/2022 at 4 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85317450508?pwd=THZUamRFVmZrUHBIQlZTUFBkZnhGU>
T09

Meeting ID: 853 1745 0508 Passcode: 419785

1. Called to order at 4:01 pm. Dan Greene (committee chair), Sue Zeller (trustee) and Carolyn Brennan (administrator) present.

2. Agenda approved by consent

3. The Committee discussed and finalized updates and revisions for the Records Retention Policy based on feedback from Library administrators and the Library's Counsel, Rich Cassidy. Sue moved that the policy as revised be sent to the full board for a vote. Dan Seconded. Vote was unanimous.

4. The committee approved updating the Whistleblower Report Form to change the job title "executive director" to "library administrator" where it appears on the form. Will report this to the full board, but updating a form attached to a policy does not require a full board vote.

5. The committee identified work in the strategic plan to be undertaken by the policy committee in the next three years, specifically the first action item in the plan that speaks to policy updates, and the last action step in the plan that speaks to a more general DEI review, including a review of Library policy for DEI and accessibility.

4. No other Business

5. Adjournment 4:56 pm

Respectfully submitted by Carolyn Brennan, Library Co-Director