

Policy Committee Meeting - Draft

November 4th, 2022, 1-2:30pm

Present: Kathleen Packard, William Stroup, Marti Fiske, Susan Bloom

Absent: Pam Slack

The Policy Committee met and finalized the discussion on the Use of Library Space Policy, event space information sheet, library space fee schedule, library event space reservation application, and reviewed the city's revocable license and indemnification agreement with and without alcohol use. The Committee also reviewed updating the non-monetary gifts donation policy and form

Since the committee's last meeting, library staff recommended adding smoke machines to the list of items that are not allowed for use in the Use of Library Space Policy. This was due to recent damage from the use of a smoke machine, which created a "ring patch" on the flooring of Cohen Hall. It was noted that wood flooring at the Colonial does not experience this. The cost of repair is ~\$1200. Marti does not recommend passing on these costs to the renters and will be making a motion for the cost to come from the Heberton Hall cost center.

The following motions were made:

Use of library space policy version 11/4/22 passes unanimously

Event space information sheet policy 9/28 passes unanimously

M3 library space fee schedule Motion for "reservations and bookings made after the first of January 2023 will follow the following fee schedule" separate 9/28

M4 application for event space 9/28 passes

M5 revocable license added city of Keene Keene Public Library passes 9/28

M6 alcohol also same changes city of Keene Keene Public Library passes 9/28

The Committee also discussed adding RSA and other language to Non-monetary gifts policy and form. The discussion centered around wanting to address the city's concerns over taking donations that would require ongoing operation and/or maintenance costs. Library staff recommended additional language and it was unanimously approved and the committee will be recommending to the board to pass the additional language.

A consideration for whether a link to the RSA was had and a recommendation for adding "in accordance with laws" was sufficient and in line with other libraries.

The committee made a motion that we share draft version 11/4 for the non-monetary gifts donation policy at the meeting with the city manager on 11/10. The committee also made the motion to recommend 11/4 version to full board. Both passed unanimously.

The non-monetary gift agreement form was also discussed. Library staff recommended adding an operations and maintenance funds question as well as an office space section stating where any operations and maintenance funds would come from. The committee unanimously

recommends adding this language. The committee also made a motion that we share version 11/4 non monetary gift agreement form at the meeting with the city manager on 11/10. It passed unanimously.

Kathleen Packard will reach out to Pam and then send a group meeting email to determine the committee's next meeting time in December. On the agenda includes finalizing the user initiated displays and possibly reviewing a first draft of the first selection materials policy.

Respectfully submitted,

Kathleen Packard