

Baraboo Public Library Board of Trustees Policy Committee Meeting Minutes

Date and Time: Thursday, April 28, 2016, 4:00 p.m.
Location: Adult Department Reading Room, Baraboo Public Library, 230 4th Avenue
Members Noticed: J. McMahon
Others Noticed: E. Burchett, J. Ellington, M. Grant, F. Hartmann, N. Knappen, B. Stelling, L. Von Asten, N. Rybarczyk, C. Kipp, Z. Ott, Clerk's office, City Administrator, Mayor

I. Call to order

A. Note compliance with Open Meeting Law

J. McMahon called the meeting to order at 4:02pm

B. Roll call

C. Approve agenda

J. McMahon approved the agenda.

II. Review proposed Device Checkout Policy (formerly known as the Laptop Checkout Policy)

Led by N. Rybarczyk, the group reviewed the proposed Device Checkout Policy. N. Rybarczyk noted that the changes recommended at the April 10 Library Board meeting had been incorporated in the new draft. J. McMahon recommended the Device Policy as presented for approval at the next board meeting.

III. Review proposed changes to the Circulation Policy

Led by M. Allen the group reviewed the proposed changes to the Circulation Policy including:

- Elimination of references to videocassettes
- Elimination of the opportunity for a refund in cases where items are lost, paid for, and subsequently found
- Addition of a new section pertaining to items with missing parts
- Removal of language related to credit reporting accounts sent to the materials recovery service.
- Minor wording and grammatical edits throughout

J. McMahon noted one additional grammatical correction and M. Allen noted that the "revised" date should be changed to the date for the May board meeting.

J, McMahon recommended that Circulation Policy as corrected be sent to the full board for approval. She also recommended doing some publicity/public relations with regard to the change in the refund policy.

IV. Adjournment

J. McMahon adjourned the meeting at 4:30pm.