

CITY CLERK

**ST. JOSEPH PUBLIC LIBRARY**  
Materials & Services Committee Meeting  
March 12, 2019, 5:00 p.m., Downtown Library

2019 MAR 13 PM 2:40

**MINUTES**

The Materials & Services Committee of the Board of Trustees of the St. Joseph Public Library met on March 12, 2019 at 5:00 p.m. in the Downtown Library. Committee members in attendance were Alison Schieber, Mike Cadden, Elizabeth Latosi-Sawin, Sharon Wasson, and Ingrid Woodbury. Brad Weil was present from the Board of Trustees. Crystal Stuck, Jen Wildhagen, and Mary Beth Revels were present from the staff. No one attended from the public or media.

Ms. Schieber had not yet arrived so Ms. Woodbury called the meeting to order and the roll call was taken.

Under approval of the minutes, **Dr. Cadden moved, Ms. Wasson seconded to approve the minutes of the January 31, 2019 meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

Under old business the Policy Project activities were discussed. Staff members Jess Gould, Crystal Stuck, and Mary Beth Revels are meeting weekly on the project. Six broad categories for organizing the policies have been determined: Philosophy, Administration, Public Services, Emergency, Collection Development, and Personnel. Ms. Latosi-Sawin provided a handout and suggested the policies be alphabetically listed under each category and if some policies cover similar topics then they be subcategorized together. The library currently has a mission statement, as part of the current strategic plan, but not defined vision or values statements. The staff committee is working with the entire staff to define the vision and values statements. In progress vision and values statements were discussed.

There was no other old business.

Under new business, Ms. Revels presented and edit to the “Policy on Pets and Service Animals.” It was suggested that the policy be reformatted in bullet form, rather than paragraph form. Staff will reformat the policy and present it at a later meeting for approval.

Ms. Revels presented an edit to the “Suspension of Privileges for Health & Safety Reasons” policy. **Ms. Woodbury moved, Dr. Cadden seconded to recommend to the full Board the approval of the “Suspension of Privileges for Health & Safety Reasons” policy as presented. All Committee members in attendance voted “yes.” The motion carried.**

Ms. Revels presented a new policy created by Crystal Stuck: “Social Media Policy.” **Dr. Latosi-Sawin moved, Ms. Woodbury seconded to recommend to the full Board the approval of the “Social Media Policy” as presented. All Committee members in attendance voted “yes.” The motion carried.**

There was no other new business.

The next meeting of the Materials & Services Committee will be April 9, 2019 at 5:00 p.m. at the Downtown Library.

There being no further business, **Ms. Woodbury moved and Dr. Latosi-Sawin seconded to adjourn the meeting. Motion carried.**

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Elizabeth Latosi-Sawin  
Secretary