

## *Board of Library Commissioners Policy Committee (a committee of the whole)*

### *April 22, 2004: MINUTES*

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#### Library Commissioners Present:

- Helen Boyle
- Bettye Webb
- Barbara Garvey
- Rudy Ruggeri
- Janet Edwards
- Vera O'Connor

#### Library Staff Present:

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director
- Carol Leaders, Administrative Assistant

#### Meeting called to order:

**Privacy Policy** - The existing privacy policy must be revised to address elements of the US patriot Act.

Emily stressed the following points:  
need to outline clearly what the policies are  
staff procedures need to be developed  
staff and public need to understand the guidelines  
rights of young adults need to be addressed

Emily stated that according to the existing state law, staff are forbidden by law to give out personal information. A subpoena or court order is required in order to release personal information. Under the Patriot Act it is easier for federal officials to get a subpoena or warrant. The Springfield City Law Department is reviewing the existing policy and will have a report available at the next policy sub-committee meeting.

After a lengthy discussion concerning providing confidential information to parents of minors, the Commission decided to table the subject for a future meeting.

Rotunda Use Rental Space - Emily will prepare a initial report for the next policy sub-committee meeting.

Emily brought up the subject of distribution of materials from outside groups and organizations. The Commissioners came up with the following list of materials that might be appropriate :

materials concerning public safety and public health issues  
community based materials  
fliers from non-profit groups/organizations  
local independent newspapers  
used car booklets  
apartment guides

Emily reported that space is an issue in all library locations; groups need to provide appropriate containers for their materials.

Janet Edwards requested Emily to prepare a draft on a Materials Distribution Policy to be reviewed at the next policy sub-committee meeting.

Meeting adjourned at 5:26 p.m.

Approved: May 5, 2004