

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

### *April 5, 2004: MINUTES*

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#### Library Commissioners Present:

Helen Boyle  
Janet Denney  
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:

Barbara Garvey, Chair has expressed interest in streamlining the process of the way policies are being reviewed. Emily Bader, Library Director and Lee Fogarty, Assistant Library Director will discuss the key issues of each existing policy; then present their recommendations to the Commission.

Branch Advisory Committees will have the opportunity to review each policy at their individual meetings and report back to the commission with their questions and concerns.

All policies will be posted on the Library Website for everyone to review.

After all of the above steps have been taken, the Commission will make its final decision.

#### **Meeting Room Policy:**

Available meeting room spaces:

- Sixteen Acres Branch
- Central Library Community Room

Emily recommended not to implement a fee schedule; most non-profit groups cannot afford the fees. However, it may be feasible to establish a fee for special events in the Central Library Rotunda. Barbara asked Emily to research other city spaces, such as the Barney House and look at their fee schedule in relation to special events usage. Emily will also look at the Park's Department Facilities Use Policy.

Discussion included: frequency of use; demand; consistency; flexibility.

Commission agreed to add the Forest Park meeting room on the list of spaces available for public use.

A motion by Janet Denney, and seconded by Vera O'Connor to accept the existing Meeting Room Policy as recommended by Emily Bader, Library Director was passed unanimously.

**Privacy Policy:**

Emily handed out background information regarding the Library Privacy Policy which addresses Massachusetts General Laws as well as information on the US Patriot Act.

Concerns addressed:

develop an appropriate response for Library Staff if a Federal Official should request patron information  
Commissioner Edwards believes that home rule referendum has been passed in most states  
to repeal decisions going on throughout the Country (will report back at next meeting)

Commission decided to continue discussion at the next meeting which is scheduled for Thursday, April 22 at 4:30 p.m.

A draft of the Rotunda Use Policy will be posted on the Library Webpage along with the Agenda of the next meeting.

Meeting adjourned at 5:23 p.m.

Approved: April 22, 2004