



Library Board Program/Policy Committee Meeting Summary May 10, 2011

Library Board

President: Therese VanBlarcom

Vice-President: Jill Joseph

Secretary: Gary Thaden

Rebekah Anderson . Caitlin Cahill

Christopher Damsgard . Sandy Johnson

Claudia Kelly . Kathleen Lamb

Jane Shanard . NuRocha Williams

Library Director

Lois Langer Thompson

Attendees Committee members: Chair Claudia Kelly, Caitlin Cahill, and Sandy Johnson; staff Judith Friedrich, Janet Mills, Michele McGraw, Gail Mueller Schultz, Bill Rodgers, Wayne Schneider, and Marilyn Zastrow

Welcome and Approvals

Chair Claudia Kelly called the meeting to order at 3:12 p.m. and welcomed attendees. Caitlin Cahill made a motion to approve the agenda; the motion was seconded by Claudia Kelly. Motion passed. Caitlin Cahill made a motion to approve the Apr. 14, 2011 meeting summary; the motion was seconded by Claudia Kelly. Motion passed.

Public comment No public comment

Unfinished Business

- Judith Friedrich acknowledged the work and commitment of the past Library Board members who were on the committee.
- Discussion and next steps for draft 5 of *LB1: Collection Development & Management Policy*. The committee reviewed the language and requested more detail with minor changes to the document. Betsy Williams will have an addendum to the policy for special collections.
- Claudia Kelly made a motion to formally endorse the draft 5 *LB1: Collection Development and Management Policy* with these changes and move it to the full board as a second read at the May 25th meeting; Sandy Johnson seconded the motion. Motion passed.
- Discussion and next steps for draft 4 of *LB9: Donation Policy*. Claudia Kelly made a motion to formally endorse the draft 4 *LB9: Donation Policy* and move it to the full board as a second read at the May 25th meeting; Caitlin Cahill seconded the motion. Motion passed.

New Business

- Opening discussion of *LB2: Data Privacy of Library Records*. Michele McGraw, Janet Mills, and Wayne Schneider were introduced as members of the data privacy work group at the library, which also includes Judith Friedrich. They have been asked to review current data privacy policies, procedures and practice, identify basic training needs for staff, recommend policy changes, and identify areas that need additional attention. They will also be working with the Library Board Program/Policy Committee in the development of Board level policy. Discussion questions included: what are your expectations for privacy at the library; why is privacy important; why should we have a data privacy policy; what do we want to accomplish; do data privacy policies support the library's mission to "nourish minds, transform lives, and build community together." Mary Minow's presentation will be at the May 25th Library Board meeting at Brookdale Library. She will help frame the Library Board's policy discussion on data privacy.
- Sandy Johnson suggested making a video of, "I Am a Book Tour" to be used by Library Board members and to post on the web for customers to have a better understanding as to how a book becomes collection. Judith Friedrich said this might be a possibility because we have received a LSTA grant to create online content.
- Sandy Johnson made a motion to nominate Caitlin Cahill as vice chair for the Program/Policy Committee; Claudia Kelly seconded the motion. Motion passed. Caitlin Cahill will present the report at the next full board meeting.

Next Meeting

The next meeting of the Library Board Program/Policy committee is Thursday, June 9, 3-4:30 p.m. location to be determined.

Adjourn

Sandy Johnson made a motion to adjourn the meeting at 4:42 p.m.; which was seconded by Caitlin Cahill. Motion passed.