

Policy Committee Minutes

Monday, July 1, 2024

Draft

Call to order

Walker called the meeting to order at 12:32pm.

Members present: Vanderpool, Sprengelmeyer, and Walker. Also present Jenna Diedrich.

Public Comments

None

Approval of February 5, 2024 Minutes

Sprengelmeyer moved to approve the February 5, 2024 minutes. Vanderpool seconded. Motion passed unanimously.

Discussion and possible action on Draft AI Policy

Diedrich informed the committee of recent discussions had in networking groups regarding AI policies. There are libraries that are beginning to implement such policies. Diedrich presented two options for an AI Policy. Option one was an in depth view of AI usage whereas option two had broader language. Because the library is not currently utilizing AI for anything, Diedrich suggested option two was more fitting primarily so the library has something to fall back on if/when the library chooses to begin using AI tools. When that time comes, the policy may be revisited.

Vanderpool highlighted that confidentiality is an important piece when thinking about using AI tools. Sprengelmeyer suggested that the library either move forward with option two or hold off on adopting any policy. Walker agreed. Diedrich stated it would be helpful to at least have something to fall back on so the library is ahead and not behind in creating policy.

Sprengelmeyer moved to recommend the board approve AI Policy, option two. Vanderpool seconded. Motion passed unanimously.

Discussion and possible action on revisions to Security Camera Policy

The library's security system is currently being upgraded. With the new equipment, security footage can only be retained for 14 days. The current policy states 30 days . The only revision presented to the committee was to update 30 to 14 days.

Sprengelmeyer moved to recommend the board approve the revision to the Security Camera Policy. Vanderpool seconded. Motion passed unanimously.

Discussion and possible action on FOIA Policy

Diedrich presented the newly formatted FOIA Policy. All the information is relatively the same, just formatted to match the library's other policies. The FY25 FOIA Policy cannot be approved until after the budget as the budget figure must be included in the policy. Once the budget is approved at the August meeting, the board may approve the FY25 FOIA Policy.

Sprengelmeyer moved to recommend the board approve the FY25 FOIA Policy contingent on the final budget figure for FY25. Vanderpool seconded. Motion passed unanimously.

Discussion and possible action on revisions to Collection Development Policy

At the January 2024 regular board meeting, the board approved revisions to the Collection Development Policy. Those revisions included adding the ALA Bill of Rights to the policy to be in compliance with the requirements of the Per Capita Grant. At the regular board meeting, the board requested the committee review the deaccession process of materials included in the historical/archival collection.

After reviewing that portion of the policy, the committee decided that no changes were necessary.

General discussion on library policies

The committee reviewed the Policy Review Schedule. Vanderpool inquired about the ADA policy and if the committee would be reviewing that policy. Diedrich stated that policy is on schedule for review in Winter 2025. If the committee wants to review it sooner, Diedrich will update the review schedule.

Items for next agenda

None - will plan to meet in fall or winter, as needed.

Adjournment

Walker adjourned the meeting at 1:01

Respectfully submitted,
Jenna Diedrich
Library Director