



Lunenburg Public Library

Trustees of Lunenburg Public Library, Policy Subcommittee Meeting minutes
November 23, 2013

Attending: Lisa Krowitz, Robin Venezia, Lars Widstrand and Martha Moore, LPL
Director

Meeting called to order at 11:03 a.m. in the Wallace Community Room by Robin Venezia.

- Participants discussed changes to the existing Appropriate Library Use Policy
 - Add “wearing” before cleats
 - Rephrase creating disruptive noises.... to “Creating disturbance, such as loud noise or excessive movement”
 - Several changes will be made to refer to other library policies that address certain situations, such as the Food and Beverage Policy, Meeting Room Policy, and Child Safety Policy.
 - Add requirement addressing the practice of leaving personal items unattended.
 - Robin will make proposed changes to be reviewed at the next subcommittee meeting.

- Participants discussed revisions to the draft Promotional Materials Policy
 - Change subtitle from Posting Policy to Posting Requirements
 - Remove the Trustees from the prior approval requirement
 - Add “unless authorized by the library director” after the discussion of permanent installations.
 - Change subtitle from Collection Boxes to Collection Requirements
 - Change subtitles from Sales to Soliciting, Petitions and Sales Requirements
 - Reorganize to address:
 1. The library endorses only the sale of tickets and items that support library services and programs and the community.
 2. Unauthorized soliciting is forbidden.
 3. Petitions for campaigns and ballot initiatives are the only exceptions if they are official forms from the Secretary of State’s office.
 - Martha will make the proposed changes to be reviewed at the next subcommittee meeting.

- Participants discussed restructuring of the Art Exhibition Policy to separate the policy from the contract between the library and exhibiting artists. Lisa will make these changes to be reviewed at the next subcommittee meeting.

- The Meeting Room Policy will be placed on the agenda for the next meeting to address:
 - Cost of lost keys.
 - Key access for after hour meetings.

Meeting adjourned at 11:35 am.

Respectfully submitted,
Robin Venezia

Referenced Documents:
Appropriate Library Use Policy
Draft Promotional Materials Policy
Art Exhibition Policy
Meeting Room Policy