

**Berkeley Public Library**  
**Board of Trustees**  
**Policy Committee - Meeting Agenda**  
**October 10, 2024 2:00pm**

**1. Call to Order, Roll Call, and Declaration of Quorum**

*The meeting was called to order by Chairperson DeFord at 2:00pm.*

*Committee members Trustee DeFord, Trustee Williams, Director Cox, and Assistant Director La Barbera were present.*

**2. Review and Discussion: Sexual Harassment Policy**

*The draft revised Sexual Harassment Policy was reviewed. The following alterations were made:*

- Various typographic errors were identified.*
- The word 'recent' was removed from the 'Responsibility of Supervisory Personnel' section on page 3.*
- A sentence about "friending" on social media was removed from that the same section.*
- It was determined that the 'Formal Complaint' language should mirror the 'Contact with Supervisory Personnel' language above, with the addition of language stating complaints where the harasser is the Library Director should be sent to the Library Board.*
- Brief language was to be added at the end of the document noting the annual requirement of all staff members to receive harassment training.*

*The Committee agreed that acceptance of the revised policy should be placed on the agenda for the October 23<sup>rd</sup> Board Meeting.*

**3. Adjournment**

*The Committee briefly reviewed the list of policies and dates to be reviewed. The committee will likely next meet in January 2025.*

*The meeting was adjourned at 2:19pm.*