

Berkeley Public Library

Policy Committee

Meeting Minutes – February 20, 2025 2:00pm

1. Call to Order

The meeting was called to order by Chairperson DeFord at 2:03pm.

Present: Trustees DeFord and Williams; library staff Cox, La Barbera, Z. Vega.

2. Review & Discussion – Draft Reference and Readers Advisory Policy

Director Cox shared that library administration intended to make further edits to the draft revised Reference and Readers Advisory Policy, and asked that it be tabled for the time being. The committee agreed that they would wait to review the policy at their next meeting in March.

3. Review & Discussion – Draft Circulation Policy

The draft revised Circulation Policy was briefly reviewed:

- *Various language was adjusted to improve consistency throughout the document.*
- *'All circulation records are confidential' was moved to appear in section on Loan Policy.*
- *A note on circulating technology was added to the section on Vacation Loans.*
- *Reference to tablets was removed from section on Overdue Material.*
- *The Hold Requests section was simplified and adjusted to reflect that a majority of hold notices are no longer phone calls placed by staff.*
- *A note on restricting OCLC lending to BPL cardholders was added to the section on Interlibrary Loan.*
- *The Disclaimer section was removed as it did not fit with the rest of the document.*

The committee agreed that the draft was ready to bring to the Board at the March 2025 meeting.

4. Review & Discussion – Draft Loan Rule Chart

Draft changes to the Loan Rule Chart were reviewed:

- *Quantity limits were increased for Music CDs (from 10 to 20) and non-new DVDs (from 6 to 15) as both of these collections have decreasing circulation due to popularity of streaming.*
- *Some of the categories representing non-print materials are to be adjusted/removed to simplify the chart as much as possible.*

The committee agreed that a draft would be included with the draft Circulation Policy at the March 2025 monthly meeting.

5. Review & Discussion – Draft Nonresident Card Program Resolution for FY2026

The draft updates to the 'Ordinance Declining Participation in the Public Library Non-Resident Card Program' were briefly reviewed. The only changes to this document are updates to the dates for the new fiscal year.

The committee agreed that the draft was ready to bring to the Board at the March 2025 meeting.

6. Adjournment

The committee selected Thursday, March 13 at 2:00pm as the next meeting date.

The meeting was adjourned by Chairperson DeFord at 2:13pm.