

**Berkeley PL – Policy Committee**  
**Meeting Minutes**  
**Thursday, March 10<sup>th</sup> 2022, 11:00am**

**1. Call to Order**

*The meeting of the Policy Committee was called to order by Chairperson DeFord at 11:00am.*

*Present: Trustee DeFord, Trustee Kovacik, Director Cox, Assistant Director La Barbera.*

**2. Discussion: Overdue Fines, Potential Transition to Fines Free**

*The committee held a discussion related to a transition to a fines-free circulation model, reviewing recommendations provided by SWAN Libraries staff. Director Cox gave a brief explanation of the current 'User Profile' for library patrons including checkout, holds, and overdue/bill limits.*

- *The committee discussed when a 'block' or temporary hold would be placed on a delinquent patron account under a fines-free model. The committee determined that blocking at 14 days overdue and/or a \$5.01 bill threshold would work best for the community served (option #1 on SWAN summary). Library staff would retain ability to manually override both the holds and overdue bill limits for special situations.*
- *The committee discussed which items in the collection would not be a part of a potential change to fines-free. Circulating technology (laptops, tablets, and hotspots) were identified, musical instruments and other equipment were also discussed.*
- *Patron notifications were discussed with automated messaging coming at 2 days prior to due date, once item is overdue, and at 7 after the items is overdue. As the SWAN notification system for overdues is reliant on valid email addresses being present in patron profiles, the committee discussed the importance to communicating to the public that email addresses should be updated. Patrons would then be automatically billed for the replacement cost of overdue items at 42 days.*
- *The committee briefly discussed 'Your Home Your Rules' setup within SWAN, meaning that an item acquired through interlibrary loan would qualify for fines-free if checked out at the Berkeley PL, however an item checked out at another library by a Berkeley patron may not (depending on that library's fine structure).*
- *The committee discussed timetables for potential implementation and determined that June 2022 fit well with the quarterly newsletter (for relaying information about the change to the community) as well as having the system in place for Summer Reading.*

**3. Adjournment**

*The committee adjourned the meeting at 11:47am.*