

Berkeley Public Library
Policy Committee Meeting Minutes
June 13, 2024 1:30pm

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

The meeting was called to order by Chairperson DeFord at 1:31pm.

Present: Trustees DeFord and Williams, Director Cox, Assistant Director La Barbera.

A quorum of the committee was present.

2. Review and Discussion: Child Protection Policy, Draft Safe Child Policy

The committee reviewed the draft 'Safe Child Policy' document.

The following adjustments/notes were made:

- *#2 on page 1, "or responsible adult caregiver eighteen (18) years of age or older" was changed to "or responsible caregiver fourteen (14) years of age or older.*
- *#4 on page 2, the word "adult" was removed from the second line.*
- *#7 on page 2 was discussed. The committee agreed to leave the language as presented and to remove the asterisk at the end of the section.*
- *#3 on page 2, the final word 'Library' should be capitalized.*
- *#3 on page 3, "In any situation involving minors, no adult is to be alone..." was changed to "In any situation involving minors, no library staff or volunteer is to be alone..."*
- *The committee discussed the "Two Person Rule" and how it could hypothetically impact library programming in situations where only one child were to attend without a parent. In those cases, if possible (such as a Story Time or Chess Club), the library staff member and child would relocate to the main level of the library to allow for two staff members to be present in the same space. If not possible (such as a movie showing), the program would need to be cancelled or rescheduled for another time.*

The committee agreed that the draft policy would be ready for review of the full board at the June 26th meeting, and would require a secondary approval at the July 24th meeting. The committee also would solicit alternative titles for the policy at the June 26th meeting.

The committee briefly discussed the upcoming changes needed to the Personnel Policy- it was recommended that both the Policy and Personnel Committees meet together in order to facilitate that review.

3. Adjournment

The meeting was adjourned by Chairperson DeFord at 2:21pm.