

# Berkeley Public Library Board of Trustees

## Policy Committee Meeting Minutes

December 16, 2025 at 6:30pm

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

*The meeting was called to order by Chairperson Marino at 6:24pm.*

*Present: Trustees Marino, Mason-Smith, Williams; Assistant Director La Barbera, Director Cox.*

*A quorum of the committee was present.*

### 2. Review – draft, Outstanding Check Policy

*The committee reviewed the ‘Outstanding Check Policy’, as recommended during the process of auditing FY2025 financials. The committee made no modifications to the presented draft, and agreed that it should be presented to the board at the January 28<sup>th</sup> regular meeting.*

### 3. Review – Patron Use Policy

*The committee reviewed the revised ‘Patron Policy’, noting minor proposed changes to included language:*

- *‘Hereinafter may be referred to as ‘BPL’’ in the Purpose section.*
- *‘[...] or damages these items’ in Patron Conduct section.*
- *‘[...] inside the library or near its entrances’ in Patron Conduct section.*

*The committee agreed that the draft revised ‘Patron Policy’ should be presented to the board at the January 28<sup>th</sup> regular meeting.*

### 4. Review – draft, revised Volunteer Policy

*The committee reviewed the revised ‘Volunteer Policy’ and made the following notes/adjustments:*

- *The final sentence in the Purpose of Volunteers section should read ‘Volunteers may be subject to a background check.’*
- *The first bullet point under General Guidelines & Expectations should read ‘Volunteers must complete a volunteer application.’*
- *The committee agreed with the bullet point that states volunteers will wear a volunteer badge during service. Library administration can make these available pending acceptance of the policy.*
- *Library administration will verify that signature lines/etc. will be adjusted to coordinate with existing application forms and/or parental consent forms.*

*The committee agreed that the revised draft ‘Volunteer Policy’ should be presented to the board at the January 28<sup>th</sup> regular meeting.*

### 5. Review – draft, Service Animal Policy

*The committee reviewed the draft of a new ‘Animals Policy’. The committee agreed that the draft should be presented to the board at the January 28<sup>th</sup> regular meeting.*

### 6. Adjournment

*The meeting was adjourned by Chairperson Marino at 6:45pm.*