

Berkeley Public Library
Policy Committee Meeting Minutes
April 11, 2024 2:00pm

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

The meeting was called to order by Chairperson DeFord at 2:02pm.

Present: Trustee DeFord, Trustee Williams, Assistant Director La Barbera, Director Cox.

2. Review – Draft Nonresident Ordinance

The committee reviewed the draft revision to the Nonresident Ordinance. The committee agreed that the draft, which updated dates, was ready for the Board as a whole to take action at the April 24th meeting.

3. Review – Draft General Policies Revision

The committee reviewed the draft revision to the General Policies. The committee agreed to remove specific hours in section 11. Passport Acceptance Service to allow for the Library to change those hours in the future based on staffing. Phone numbers in sections 10 and 11 to be made consistent with other policy documents. The committee agreed that the draft would then be ready for the Board as a whole to take action at the April 24th meeting.

4. Review – Technology Lending Policy

The committee reviewed the draft revision to the Technology Lending Policy. The following changes were made:

The first section will be modified to read “[...] solutions, including laptop computers and hotspots, to Berkeley Public Library cardholders”

The last sentence of #1 in the list of restrictions is to be removed.

The final sentence in the document is to be modified to read “Devices may be de-activated remotely by library staff when the 7-day lending period ends. Reactivation prior to return is not available.”

The committee agreed that the draft would then be ready for the Board as a whole to take action at the April 24th meeting.

5. Review – Facility Use Policy

The committee reviewed the Facility Use Policy. The following changes were made:

The third bullet point under ‘Use Regulations’ should be modified to specify this applies to groups 4-6 (under permissible uses).

The first line in ‘Application Procedure’ should similarly be modified to specify this applies to groups 4-6.

The committee agreed that the draft would then be ready for the Board as a whole to take action at the April 24th meeting.

6. Adjournment

The committee briefly discussed future business, with a probable next meeting date in June.

The meeting was adjourned at 2:23pm.