APPROVED

Present: : Jason O’Brien, Tim Blackstone, John DiPalazzo, Tim Hebda, Sara Hirshon, Sara Hoffman, Rachel Davis (Director, Thomas Memorial Library, Committee Secretary)

Absent: Megan Cotter

Welcome and Call the Meeting to Order: Jason called to order at 6:33 p.m.

1. Acceptance of minutes from the January 27 meeting: Sara Hirshon made a motion to accept the minutes as written; seconded by Tim Blackstone; unanimously approved.
2. Citizen’s Opportunity for Discussion: none
3. Library Director’s Report: as submitted
4. Reports and Correspondence
   1. Director’s Report: as submitted
   2. Strategic Planning: Rachel and Jason reported on the meeting with Craig Freshley, the strategic planning consultant, who will be leading the workshop on March 24. Staff will be invited to attend. Megan and Rachel will start the workshop with a presentation on the staff view of the library’s strengths and weaknesses.
5. Policy Review:
   1. Vote on policies revised at the last meeting: The Committee reviewed redlined changes identified at the last meeting in the Circulation and Displays & Exhibits policies. The need for consistency in the capitalization of the word “Library” was identified. Jason made a motion to recommend the Town Council approve the revised policies with stylistic edits as identified; seconded by Tim Hebda; unanimously approved.
   2. Review current policies for revision: The Committee reviewed the current Community Information Policy and an updated redlined version of the Confidentiality Policy (see attached.) Tim Blackstone identified the need for the library to have a separate Privacy Policy addressing how information is collected on the library’s website. During the meeting, he found that the Town has a policy that the library can link to on its own website. Sara Hirshon volunteered to research the current status of the Patriot Act and suggest revised language for the references to laws regarding subpoenas and requests for information from law enforcement for the next regular meeting.
6. New Business: none
7. Public Comment (15 minutes): none
8. Next Meeting: Strategic Planning Workshop on March 24, 2022 at 6:30 p.m. via Zoom
9. Adjourn: Sara Hirshon made a motion to adjourn the meeting; seconded by Tim Blackstone; unanimously approved. Meeting adjourned at 7:41 p.m.

Minutes respectfully submitted by Rachel Davis, 3/17/22