

**Marshall Public Library
POLICY COMMITTEE**

Meeting Minutes

Wednesday, November 6, 2024 at 4:00 PM
Sonny Daly Room

Marshall Public Library Board of Trustees Policy Committee met on Wednesday, November 6, 2024 at 4:00 PM in the library's Sonny Daly Room. Committee members present were Melissa Strait, Steve Schofield and John Tarble. Library Director Alyson Thompson was also present and agreed to take meeting minutes.

There was no public comment.

The meeting was called to order at 4:00 PM. Minutes from the November 2022 meeting were read and then approved on a motion by Steve and a second by Melissa.

The committee reviewed:

- Trustee Bylaws
 - Long Range Plan
 - Technology Plan
 - Loan Policy/Equipment Policy
 - Collection Mgt Policy/Reconsideration of Materials
 - Disposal of Surplus Income
 - Reference Service Policy
 - Service to Patrons with Disabilities
 - Meeting Room Policy – much discussion was had regarding the use of the new Illinois Room upstairs, how it will be used, guideline to its use, age limits, cleaning/food and rental room fees.
 - Security Camera Policy
 - Patron Behavior Policy
 - Investment of Public Funds Policy
 - Finance Policy/Authority to Spend
 - Response to Subpoenas Policy
 - Employment Policy – on hold waiting on City of Marshall changes
 - Emergency and Disaster Plan – this plan will review with the building committee once construction project is complete and new utilities are reviewed.
 - Misc. Changes
- Adjournment
 - Next meeting: November 13th at 5:30 PM in the library's Sonny Daly room.