



# Services Committee

Meeting Minutes for

August 8, 2023

**1. Call to Order:** Chairman Heniadis called the meeting of the McMillan Library Services Committee to order at 4:30 p.m.

**2. Open Meetings Declaration:** Chairman Heniadis established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**3. Roll Call:**

**Committee Members:**

Andrea Galvan

Elizabeth St. Myers

Evan O'Day

Kim Heniadis

William Clendenning

Emily Kent

**Other Board Members:**

Susan Feith

~~Ryan Austin~~

~~Karen Schill~~

Scott Kellogg

~~Craig Broeren~~

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Tim Elchert

**3. Open Meeting Declaration:** Chairperson Heniadis established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Approval of Minutes: Motion by E. St. Myers, second by K. Heniadis to approve minutes of the June 6, 2023 Services Committee Meeting. Motion carried by unanimous vote.**

**5. Introductions:** Since there were two new board members on the Services Committee everyone went around and introduced themselves.

**6. Diversity Statement:** K. Heniadis wanted to present the idea of writing up a Diversity Statement to include with the Library's Mission Statement and add to the About Page for the Library. S. Feith mentioned that there was a sentence included in our by-laws in regards to diversity. Through discussion it was determined that we want to include more information in how we want to go about including diversity. K. Heniadis asked if this is something we should concentrate on right now, but others thought it would be better to go through the Inclusive Services Guide first so we have a better understanding of what and how we want to have diversity at the library, and then revisit writing up the statement at a later time.

**7. The Inclusive Services Statement and Guide:** This will be an important, but long, and ongoing project. K. Elchert was disappointed that the library had not participated in this already.

The committee discussed the best way to tackle such a large project, and decided that we will be presenting it at the Full Board Meeting in August. If the Full Board decides we should participate in the survey, the following is how the Service Committee suggests we accomplish it.



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K. Elchert will go through the packet and circle all the Yes statements to make the project more manageable to start with. Even though we won't be delving as heavily into the areas we are already doing, we will still take a look at them to get a complete view. E. O'Day will go through the guide before the September Services Meeting to determine which sections the various committees will focus on, since they match up with that committee's area of expertise.

E. Kent thought this would be a good way to give space to the various committees to learn about the services and how we can make them better. The Services Committee will then pass this information on to each of the committees. After the Guide is complete we realize that this will still be ongoing, and will continue to review how the library is doing with our inclusive services.

**8. Circulation Policy:** K. Elchert had a good conversation with Attorney N. Flannagan about the policy, and all the staff had given their thoughts on it.

The circulation policy was discussed in detail with some questions, but no changes were made to the draft. The biggest changes would be no longer charging for replacement cards, going completely fine free, and increasing the monetary amount before a patron's library card will become blocked. The previous changes all came about because we want the library to break down barriers when it comes to our community being able to access the information and entertainment that is available.

S. Feith mentioned that there was no need to go into more detail in regards to why we should become fine free since she thought the full board would be for it, but did want to make sure we keep the appropriate accounting term of revenue, with it.

Although we will, the Services Committee did discuss how they thought this could be confusing to some who look at the Library's budget.

**Motion made by K. Heniadis, seconded by E. St. Myers, to recommend to the Full Board that we pass the Circulation Policy Draft at the meeting in August. Motion carried by unanimous vote.**

**9. Plan of Service:** The Library's Plan of Service is very outdated. And while we realize it is something that needs to be done and is important, at this time we feel that focusing on Policies and Inclusivity is needed first. We will start gathering up ideas and resources from organizations who specialize in this area, but it will not be a main focus. K. Elchert will supply some Plans of Service and reach out to others to see how they have gone about it, and will bring this information to the September Services Meeting.

**10. Items for Next Agenda:**

E. Kent asked to include discussing and possibly changing our Mission Statement. We need to include purpose, values, and more.

Bulletin Board Policy Draft

Go through parts 1, 2, and 3 of the Inclusive Guide and E. O'Day will bring his findings as to which sections should be focused on by which committees.

**11. Adjournment:** K. Heniadis adjourned the meeting at 6:09 p.m.

**Respectfully Submitted: Kim Heniadis, Secretary**