Policy Committee Special Meeting  
Wednesday, September 25, 2019  
Annex Board Room  
6:00 p.m.

Present: Trustees Berlind, Murdock, Norwood, and Wisneski; Library Director Burkey; Assistant Director for Administrative Services Doyle.  
Absent: Trustee Ford

1. Call to Order: Trustee Wisneski, in the absence of Chair Ford, called the meeting to order at 6:05 p.m.

2. Public Session/Comment: There were no comments from members of the public.

3. Approval of Minutes: It was moved (Trustee Norwood) and seconded (Trustee Wisneski) to approve the minutes of the Policy Committee meeting of September 11, 2019. The motion passed unanimously.

4. Old Business:
   a. The revisions to the by-laws made at recent Policy Committee Meetings were discussed. There was a discussion about the procedure to be used by the Executive Committee in appointing new trustees; it was decided that no changes were needed.
   b. There was a discussion of implementing a gun- or weapon-free policy for the Library. It was decided that the new code of conduct (based on the upcoming policy revision) might include a phrase such as “please leave weapons at home” while encouraging patrons to keep the Library a safe and welcoming space for all users.

5. New Business:
   a. Assistant Director for Administrative Services Doyle said that the current Policy Manual contains 100 policies, many of them outdated and many confused with procedures for implementing the policies. She proposes that she and Library Director Burkey draft a set of core policies to present to the committee at its next meeting. The immediate focus will be on a code of conduct policy.

6. Next meeting date: The next meeting date will be held on October 29 at 6 p.m.

7. Adjournment: It was moved (Trustee Norwood) and seconded (Trustee Murdock) to adjourn the meeting at 7:00 p.m. The motion passed unanimously.

Respectfully Submitted,

Wendy Berlind, Secretary