

Liberty Lake Municipal Library  
Board of Trustees  
Thursday January 3, 2018  
**9:30 am** - LLML

Agenda

1. Call to Order : special time to meet and greet our new board members
2. Approval of Minutes from December 6, 2018
3. Comments
  - a. Public
  - b. Mayor
4. Reports
  - a. City Administrator – Katy Allen
  - b. Library Director – Jocelyn Redel
  - c. FOLLML – Lu Embrey
  - d. Foundation – Sandy Bishop (thoughts and ideas)
  - e. City Council – Mindy Howe
5. Ongoing Business
  - a. Update concerning needs assessment
  - b. Review of Library Meeting Room Use Policy (as circulated via email)
  - c. Approve MNG-3 Discussed at Dec. Meeting Fund Raising and Donations
  - d. Review schedule of Diversity Related Policies and Procedures (Please come to meeting having reviewed the policies and be ready for discussion and to recommend changes)
    - CUS-2 Patron Behavior/Right Response
    - CUS-4 Duties and Privileges of Citizens
    - MNG-5 Exhibits & Displays
    - MNG-8 Reconsideration of Library Materials
  - e. Discuss Policy and Procedure schedule for 2019-Note changes to schedule distributed in December (see attached)
6. New Business
  - a. new board member orientation: discuss process/subjects/calendar/board 3 month responsibilities: shadowed by new board members????
  - b. fines/in relation to CIN: Jocelyn
7. Next Meeting Date – February 6, 2019 at 9:30 at LLML
8. Adjournment

**Liberty Lake Municipal Library  
Board of Trustees  
Review of Policies – 2019**

<b>January</b>	<b>July</b>
<ul style="list-style-type: none"> <li>○ CUS-2 Patron Behavior/Right Response</li> <li>○ CUS-4 Duties and Privileges of Citizens</li> <li>○ MNG-5 Exhibits and Displays</li> <li>○ MNG-8 Reconsideration of Library Material</li> </ul>	<ul style="list-style-type: none"> <li>○ GSV-2 Co-Sponsored Library Programs</li> <li>○ GSV-3 Community Presentations</li> </ul>
<b>February</b>	<b>August</b>
<ul style="list-style-type: none"> <li>○ INF-1 Interlibrary Loan</li> <li>○ CIR-2 Loan Periods &amp; Loan Limits</li> <li>○ CIR-3 Renewal Policy</li> </ul>	<ul style="list-style-type: none"> <li>○ MNG-1 Confidentiality of Library Records</li> <li>○ MNG-2 Collection Development Policy</li> </ul>
<b>March</b>	<b>September</b>
<ul style="list-style-type: none"> <li>○ CIR-4 Claims Returned/Claims Never Had</li> <li>○ CIR-5 Fines &amp; Fees/Lost or Damaged Material</li> </ul>	<ul style="list-style-type: none"> <li>○ MNG-4 Bulletin Boards</li> <li>○ MNG-6 Distribution of Non-Library Materials</li> </ul>
<b>April</b>	<b>October</b>
<ul style="list-style-type: none"> <li>○ CIR-6 e Reader Policy</li> <li>○ MNG-9 Statistics</li> </ul>	Review of Budget for 2010
<b>May</b>	<b>November</b>
<ul style="list-style-type: none"> <li>○ INF-2 Internet Use/Copyright Law</li> <li>○ INF-3 3D Printer Policy &amp; Procedure</li> </ul>	<ul style="list-style-type: none"> <li>○ MNG-7 Emergencies and Disasters</li> </ul>
<b>June</b>	<b>December</b>
<ul style="list-style-type: none"> <li>○ CUS-3 Responsibility for Children</li> <li>○ GSV-1 Programs in the Library</li> </ul>	<ul style="list-style-type: none"> <li>○ Complete MNG-7 and approve</li> </ul>