

**Marshall Public Library
POLICY COMMITTEE**

Meeting Minutes

Wednesday, November 30, 2022 at 3:00 PM
Sonny Daly Room

Marshall Public Library Board of Trustees Policy Committee met on Wednesday, November 30, 2022 at 3:00 PM in the library's Activity Room. Committee members present were Adam Setzer, Jenn Smitley and Mike Camerson. 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 3:04 PM. Minutes from the Thursday, November 4, 2021 meeting were read and then approved on a motion by Jenn and a second by Mike.

The committee reviewed:

- Updated Policy Schedule handout
- Disposal of Surplus Income
- Display and Exhibit Policy
- Patron Behavior Policy
- Prohibited Gifts Policy
- Investment of Public Funds Policy
- Finance Policy/Authority to Spend
- Drug and Alcohol Library Policy
- **Employment Policy – on hold waiting on City of Marshall changes**
- Emergency Procedures Manual
- Misc. Changes

Recommended changes included:

Under Drug and Alcohol Policy – change title to “Drug, Alcohol, and Tobacco Free Policy”. Includes verbiage to prohibit tobacco of any kind and e-cigarette use while in the library or within 15 feet of entrances.

Under Emergency Procedures Manual – several changes were made including:

- Addition of “meeting requirements during an emergency” to table of contents and also a page insert
- Changes to “first aid responder procedures” include the addition of:
 - How to use an Epi-Pen
 - CPR steps with an AED
 - Suspected opioid overdose and how to use NARCAN
- Appendix now includes “emergency utility shut off procedures”

No further meetings were scheduled. Committee members present and director, Alyson Thompson will report recommended changes to the full board at the January 11, 2023 board meeting.

The meeting was adjourned at 4:31 PM with a motion by Adam and a second by Mike.

Respectfully submitted,
Alyson Thompson, Library Director