

**ST. JOSEPH PUBLIC LIBRARY**  
Materials & Services Committee Meeting  
July 10, 2019, 5:00 p.m., Downtown Library

CITY CLERK  
2019 JUL 26 AM 8:40

**MINUTES**

The Materials & Services Committee of the Board of Trustees of the St. Joseph Public Library met on July 10, 2019 at 5:00 p.m. in the Downtown Library. Committee members in attendance were Alison Schieber, Mike Cadden, Elizabeth Latosi-Sawin, Sharon Wasson and Ingrid Woodbury. Jen Wildhagen and Mary Beth Revels were present from the staff. No one attended from the public or media.

Ms. Schieber called the meeting to order and the roll call was taken.

**The minutes of the April 9, 2019 meeting were approved by consensus.**

Under old business Ms. Revels presented information on the organization of the library policies and forms. Discussion ensued. **The organization of library policies and forms was approved by consensus.**

There was no other old business.

Under new business, Ms. Revels presented an edit to “The Collections of St. Joseph Public Library” which included renaming the policy “Use of Photographs & Photographic Reproductions Owned by the St. Joseph Public Library.” **The edit and renaming of “The Collections of St. Joseph Public Library” to “Use of Photographs & Photographic Reproductions Owned by the St. Joseph Public Library” was approved by consensus and will be presented to the full Board for approval.**

Ms. Revels presented an edit to “The Guidelines for Petitioning and Distribution of Literature on Library District Property” which included renaming the policy “Policy for Public Assembly and Petitioning and Distribution of Literature on Library District Property.” Discussion ensued and additional edits were suggested. **The edit and renaming of “The Guidelines for Petitioning and Distribution of Literature on Library District Policy” to “Policy for Public Assembly and Petitioning and Distribution of Literature on Library District Property” was approved with the additional edits by consensus and will be presented to the full Board for approval.**

Ms. Revels presented a new policy for approval “Policy on Harassment and Discrimination.” Edits to the policy were suggested. **It was the consensus of the Committee to present the “Policy on Harassment and Discrimination” to the full Board for approval with the suggested edits.**

Ms. Revels presented a new policy for approval “Customer Service Standard.” An edit to the policy was suggested. **It was the consensus of the Committee to present the “Customer Service Standard” to the full Board for approval with the suggested edit.**

There was no other new business.

The next meeting of the Materials & Services Committee will be August 13, 2019 at 5:00 p.m. at the Downtown Library.

There being no further business the meeting was adjourned by consensus.

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Elizabeth Latosi-Sawin  
Secretary