

MINUTES

McMillan Memorial Library
Services Committee
November 9, 2021

DRAFT

Subject to
Approval

Chairperson Montag called the meeting of the McMillan Memorial Library Services Committee to order at 5:00 p.m.

Mr. Montag established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Committee Members Present: Eric Montag, Kim Heniadis, Karen Schill, Andrea Galvan, and Doug Machon.

Other Board Members Present: Susan Feith and Scott Kellogg

Administration: Andrew Barnett and Vicki Steiner

A motion to approve the Minutes of the October 12, 2021 meeting was made by Ms. Schill, second by Ms. Heniadis. Motion carried.

Mr. Montag opened discussion of the draft policy for Meeting and Study Room Use. Discussion followed.

A motion to remove “Prorated” from the draft policy by Ms. Heniadis, second by Mr. Montag from 1.9. Motion carried.

By consensus the committee agreed that waiving fees will be handled by the Library administration.

Section 2 – Meeting Rooms

The Training room name changed to Meeting Room. Requiring meetings be open to the public was discussed.

2.1.1. Meeting Rooms need to be reserved

2.1.3. Room requests that require equipment and room set up require a reservation 72 hours in advance.

Section 3. Study Rooms

3.1.1. Reservations changed to may be made up to two weeks in advance.

Approved study room use for two hours per day and three days in a single week.

3.1.2. 12 years old changed to 14 years. Strike second line on an adult being present in the room.

Section 4. Co-Working

This section is removed at this time and will be discussed separately.

A motion to edit the policy and send it to Mr. Flanagan for review was made by Ms. Heniadis, second by Mr. Kellogg. Motion carried.

Next Agenda to include the Plan of Service and an update on the Makerspace.

A motion to adjourn was made by Mr. Kellogg, second by Ms. Heniadis. Motion carried and the meeting adjourned at 6:19 p.m.

The next meeting of the Services Committee will be held on December 14, 2021 at 5:00 pm.

Respectfully submitted,
Vicki Steiner, Secretary