

**Minutes of the
Committee for Policy & Procedure
Library Board of Directors
Salem Free Public Library
Thursday, June 2, 2022**

In attendance: Mary Cikatz, Diane Robillard, Dee Doolittle

Call to Order: at 1:05 by Mary Cikatz

Public Comments/Correspondence: None

Adoption of Agenda: Motion by Dee Doolittle, Second by Diane Robillard. Unanimously accepted

Minutes of the last meeting: None

General Proceedings: Mary Cikatz was chosen as Committee Chair

Dee Doolittle was chosen as Committee Secretary

New Business:

The first meeting of this committee served to develop a strategy and guidelines for organizing the task of reviewing and /or revising library policies and procedures.

Diane Robillard suggested, and it was unanimously agreed that each committee member independently research policies and procedures from other libraries and bring suggestions to the next committee meeting. We will also each compare present policies to Town Charter for consistency.

Diane presented a new **Policy for Unscheduled Closures/Cancelations** which is timely due to staffing shortages at the Salem Library. Dee motioned to present this policy at the next meeting of the full Board of Directors to enable its use as soon as possible. Mary Seconded. Unanimously accepted.

Dee agreed to develop a header and template to be used for presentation and recording of policies and procedures.

Adjournment: Motion by Dee Doolittle, second by Diane Robillard, unanimously accepted at 1:54 pm

Next meeting: Thursday, June 23, 2022, at 1 pm at the Salem Free Public Library

Respectfully submitted by Dee Doolittle, Recording Secretary