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Willoughby Wallace Memorial Library
Library Committee Meeting Minutes—**Revised**

Revisions approved by Board at January 8, 2025 special meeting

Dec. 4, 2024

Committee Chair John ~~Malik~~ **Malick** called the meeting to order at 6:42 p.m.

Also attending were Committee members Jo Buchanan, Bob Dargan, Erin McCarthy, John Nelson, and Tom Pfaff. Library Director Jennifer Sullivan was unable to attend due to a family emergency.

Approval of minutes: This item was moved to follow the public comment item on the agenda. The minutes of the meeting of September 11, ~~2004~~ **2024** were approved as presented. (Dargan, Pfaff)

Public comment: Stony Creek community member Laura Barr attended the meeting to read a letter she sent to the director and members of the Committee regarding policy on use of the library's meeting rooms. The Committee read the existing policy, Use of Meeting Rooms Policy & Procedure (approved 1/14/2015 and amended 9/13/17) and the application for use document. Apparently, application of the policy has been somewhat uneven over the past few years.

Discussion of said patron communication and current gallery/conference room policy: The Committee will address the room use policy (originally enacted in 2015 and revised in 2017) as new business in the agenda for our next meeting. In the meantime, the staff will review and follow the existing room policy, including the application for permission to use the facility, and requiring all permissions to be granted by the Director via direct contact between the applicant and the Director.

Meeting dates for 2025: The Committee will meet on the 2nd Tuesdays of alternate months at 6:30 p.m. (a change from our usual practice of 7:00 p.m.): January ~~9~~ **8**, March 12, May 14, July 9, September 10, and November 12.

Financial report: Director Sullivan will email the Committee the most recent financial report(s).

Library director's report: In the Director's absence, the report wasn't presented.

Update on technology upgrades: The LION technology upgrade is underway or completed.

Discussion of meeting with Paul Hipsky, RBC Wealth Management, to review WWML Fund: Planning has been postponed for the meeting with him.

Adjournment: The meeting was adjourned at 7:37 p.m. (Nelson, Dargan)

Respectfully submitted,

Josephine Buchanan, acting as secretary