

Midlothian Public Library Board of Trustees Policy Committee

Tuesday, February 13, 2018

10:00 AM

The meeting was called to order at 10:00 AM.

Ms. Cottrell, Ms. Becker, Mr. Woolard, and Mrs. Murawski were in attendance.

We were to consider the following policies:

Americans with Disabilities Act (ADA) Policy – It covers meeting the needs of various aspects of use of service animals, accommodating disabilities by opening doors, reading, visual, mobility, and providing ability to have a grievance procedure.

Freedom of Information Act Policy – It covers the procurement of information and also provides the cost factor of paying for the information requested.

Social Media Policy – It deals with the posting of the website to enhance communication with the general public. It also should state that it is library maintained displaying content information, logo, and mission statement. It also conducts appropriate content for staff to post by conducting themselves as representatives of library. Additionally, public users do not have any expectation of privacy in postings on library sites. Use of inappropriate language, political activity, private information without consent is unacceptable.

Confidentiality of Records Policy – This deals with the protection of the Library. The Library Director is in charge and will contact the Library Attorney as needed. It also has a copy of an Officer's Request for Confidential Library Information.

Homebound Services Policy – This deals with offering homebound service to individuals unable to get into the library. There are delineated conditions that library staff personnel will not enter the home. Services will be terminated if the person does not meet the requirements.

The decision regarding subsequent review and approval of the policies has been set up in the following fashion:

February – Confidentiality of Records Policy and Homebound Services Policy

March - Americans with Disabilities Act Policy and Freedom of Information Act Policy

April - Social Media Policy

We adjourned at 10:45 AM