

Governance Committee  
of the Russell Library Board of Trustees  
Regular Meeting, June 3, 2020, 5:00 PM  
(Online meeting via Webex)  
Minutes

**Present:** Brandie Doyle (Assistant Director for Administrative Services), Jennifer Hadley (recorder), Bryan Skowera (chair)

**Absent:** Shanay Fulton, Thomas Russell IV

1. Call to Order: Chair Bryan Skowera called the meeting to order at 5:06 pm.

2. Approval of Minutes from May 6th, 2020 Meeting: Jennifer moved to approve the minutes and Bryan seconded. The motion passed.

3. Old Business

a. Sample Policies -- Brandie had shared sample policies from other libraries with the committee. The aim for Russell's policies will be brevity, friendliness. She would like to begin with the most pertinent elements, which she suggested are:

- Code of conduct -- DONE
- Meeting room policy
- Display policy
- Materials selection policies

Bryan had extensive comments. Jennifer and others should email any comments to Brandie and Ramona prior to the next meeting.

4. New Business

a. Reopening Plan

Ramona will discuss the plan with the mayor tomorrow. The library can move forward with the draft plan, but the Governance Committee could call a special meeting to approve the plan if needed before the next full Board meeting. Russell is currently In level Orange. The library might move to limited opening to the public after July 4th.

b. Board Orientation

Current documents were shared with the committee. Bryan will prepare a shared Google doc in which we can make notes and suggestions. Jennifer will draft an agreement form for Trustees prior to the next meeting. This may supersede other general documents.

c. Work from Home

We decide to have a discussion with the full Board about whether all new policies need to be brought to and approved by the full Board.

Bryan suggested adding a line to the Work from Home policies that Russell Library will not pay for paper, toner, etc.

It was suggested that in order to accommodate changing scenarios, wording could be something such as “in case of temporary or emergency policies, accommodations can be made...” “this policy may be superseded by....”

5. Discussion of Items to Be Placed on Next Agenda

- Revisit everything on current agenda except reopening plan
- Role of Governance Committee and Board in setting public facing vs. internal policies
- Meeting room policy -- Brandie will draft

6. Meeting Adjournment: Jennifer moved and Bryan seconded to adjourn the meeting at 5:46.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Hadley". The signature is written in a cursive, flowing style.

Jennifer Hadley, Secretary