

POLICY AND PERSONNEL COMMITTEE MINUTES

WOODBIDGE LIBRARY COMMISSION

March 7, 2022

Remote via Zoom

Meeting Recording: <https://youtu.be/OXGqSHirdRg>

In Attendance: Thanh Huntington, A.J. Cappiello, Ellie Sheehy, Jim Moriarty, ex officio, Eric Werthman, Library Director

Meeting was called to order at 6:02 p.m.

1. Election of Chairman

The first order of business was to elect a chairman for the committee

Thanh Huntington was nominated by Ellie Sheehy, seconded by A.J. Cappiello. The vote was unanimous and Ms. Huntington was elected chair.

2. Purpose of meeting – to discuss Section III, Item E (Fines) of the Woodbridge Town Library Circulation Policy.

Chairman Huntington led a discussion reviewing and suggesting changes to the current Woodbridge Library circulation policy. After a lively discussion by the committee, a motion to approve the suggested changes to the current policy and to bring the revised policy to the full Library Commission for approval was made by Ellie Sheehy and seconded by A.J. Cappiello. The vote to approve was unanimous.

A copy of the proposed Section III, Items E and F is attached.

Eric advised the committee of other policies that should be considered for revision soon.

There being no further business, Chairman Huntington asked for a motion to adjourn. Ellie Sheehy moved and A.J. Cappiello seconded the motion to adjourn.

The meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Ellie Sheehy, Acting Secretary

Woodbridge Town Library

Circulation Policy proposed

E. Overdue Materials

- 1. Patrons will not be charged overdue fines on materials owned by the Woodbridge Library other than Museum passes, which shall accrue a fine at the rate of \$5.00 per day. Fines will not accrue on days the library is closed.**
- 2. The Overdue Material policy applies to items owned by the Woodbridge Library only. Overdue items belonging to any other LION or Connecticut library will follow that particular library's lending and fine policies.**
- 3. After 28 days overdue, an item that has not been returned will be considered lost and billed at the rate set forth when the item is catalogued. Though overdue fines will not be charged, patrons are still responsible for any damaged or lost items. Long overdue items will be considered lost and enter billed status until replacement fees have been paid or the item(s) have been returned.**
- 4. A patron will have borrowing privileges suspended if they have accrued more than \$25 in fines or fees.**
- 5. A fee of \$30 will be charged for each returned check.**

F. Lost or Damaged Material

- 1. Patrons are expected to return all borrowed material on time and in good condition. Material damaged or lost while in a patron's possession are subject to the replacement cost.**
- 2. Assessment of damaged items and replacement fees are determined by the library. Patrons may keep damaged material when the full cost is collected.**
- 3. If a patron finds material that they considered lost that they had already paid for, they are welcome to keep the item or donate it back to the library. Replacement costs are not refunded.**
- 4. The library will not accept patron-purchased replacement copies for lost or damaged items.**