



### **FY17 Board Annual Reports: Policy Committee**

The Policy Committee meets as needed to review existing and new policies before making recommendations to the full board. In FY17 we reviewed the following policies:

Fines and Fees Policy

Meeting Room Policies

Reserve Account Policy

Travel Reimbursement Policy

Two existing meeting room policies were combined into one and updated to reflect realities of the new meeting room under renovation. A new Tutors Policy was created. These were approved by the board.

It was decided to follow the travel reimbursement policy of the city for consistency. The same reimbursement forms will be used.

Other libraries' policies were surveyed to create a new Reserve Account policy that reflects our library's current finances after the construction costs. This was reviewed and improved by the library accountant and will be approved by the board in FY18.

The pros and cons of eliminating late fines for standard book loans were reviewed. This is becoming more common in libraries locally and nationally, especially in areas where the fines may be a hardship for some and a deterrent to using the library. After committee, staff, and board discussion it was decided not to eliminate these fines at this time.