

# MINUTES OF THE LDL POLICY COMMITTEE MEETING

LOUTIT DISTRICT LIBRARY, GRAND HAVEN, MICHIGAN

TUESDAY, AUGUST 20, 2024

MEETING INFORMATION Date and Place	Loutit District Library's Policy Committee met on Tuesday, August 20, 2024, in Program Room B at Loutit District Library (LDL), 407 Columbus Avenue in Grand Haven, Michigan. Notice of the meeting was given pursuant to Michigan's Open Meeting Act (PA 267 of 1967).
08.01 CALL TO ORDER Attendance	<p>The Committee Chair started the meeting at 1:00pm.</p> <p>Present: Committee Members Katie Alphenaar, Mary Jane Belter, Allison Boyer, Anne Harrison, Marc Longstreet and Committee Chair Nancy Collins.</p> <p>Absent: None</p> <p>Others present: None</p>
Quorum	A quorum (6 of 6 members) being present, the business of the committee took place.
08.02 MINUTES APPROVED Motion passed	<p>Committee Member Belter, supported by Committee Member Alphenaar, moved to approve the Policy Committee meeting minutes of April 23, 2024.</p> <p>With a voice vote this motion was approved unanimously.</p>
08.03 DISCUSSION	<p>Next, Committee Members discussed policy changes from Anne M. Seuryneck, an attorney with Foster Swift Collins and Smith, PC.</p> <p>During the Policy Committee's April 23 meeting three policies were considered and endorsed for board approval pending review by the library's attorney. These policies were: a new Alcohol Use Policy; an updated Media Relations Policy (drafted by Clare Membiela, the Library of Michigan's Library Law Consultant with small edits for LDL's circumstances); and an updated Internet Policy which combined the library's existing Wireless Internet Policy and Internet Policy (bringing the two policies together to assure consistency).</p> <p>After the meeting Assistant Director Harrison shared the policies with the library's legal counsel who after review substituted two of the library's proposed policies with three Foster Swift Collins &amp; Smith model policies for: internet; public relations/media/photography; and social media. The attorney made minor modifications in the proposed Alcohol Use Policy.</p> <p>Committee Members reviewed and discussed each of the policies as revised or substituted by the attorney and voted as noted below.</p>
Motion to recommend adoption of Alcohol Use Policy	Committee Member Belter, supported by Committee Member Longstreet, moved to recommend the Loutit District Library Board of Trustees adopt a new Alcohol Use Policy as follows:

### Alcohol Use Policy

The Loutit District Library Board of Trustees recognizes that it may be reasonable and beneficial to allow alcohol to be served in the library facility during specific, library sponsored or co-sponsored events.

#### **Circumstances when alcohol may be served:**

- Alcohol will only be permitted at library events or at events that are co-sponsored by the Library. Outside groups or individuals conducting a meeting or event at the library are not permitted to serve alcohol on library property.
- Alcohol will not be permitted at any event unless pre-approved by the Board of Trustees, in compliance with this policy.
- The Library or the co-sponsoring organization must obtain any permit or license required to serve alcohol at the event from the Michigan Liquor Control Commission or any other agency.
- Alcohol may only be sold and/or consumed if the service is provided by a licensed caterer or bar service.

#### **Where alcohol may be served:**

- During regular library hours, alcohol may be served at pre-approved library events held within an enclosed space, such as a program room. Events may only be accessible to designated attendees, not the general public. Alcohol may only be consumed in designated spaces for the event and may not be carried or consumed in other locations.
- Alcohol may be served throughout the library facility at pre-approved special or after-hours events, so long as there is a means by which to:
  - Prevent alcohol to the general public
  - Prevent alcohol from being removed from the premises by attendees, and;
  - Steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

#### **General Rules and Restrictions:**

- Alcohol may not be served, sold, or consumed prior to the scheduled start of an event.
- Alcohol may not be served or consumed in the parking lot or parking garage.
- No leftover beverages may be left on the library premises.
- All other library policies will remain in effect, and must be adhered to, during events where alcohol is served.
- This policy is not all inclusive; approval of individual situations not describe herein must be determined by the Board of Trustees. Waiver of any prohibitions in this policy must be decided and approved by the Board of Trustees.

Motion passed

With a voice vote this motion was approved unanimously.

Motion asking staff to review attorney's model policies

Committee Member Longstreet, supported by Committee Member Harrison, moved to ask library staff to report back to the Policy Committee after closely reviewing the model policies from the attorney (internet; public relations/media/photography; and social media) to assure consistency, check that relevant portions of LDL policies had not been deleted in the model policies, remove text that is inconsistent with LDL practices, and remove text that should be addressed in administrative policies.

Motion passed

With a voice vote this motion was approved unanimously.

Prior to voting on this motion Committee Members discussed concerns regarding the model policies from our attorney. Committee Member Harrison said she and LDL's Executive Director Ellen Peters intend to contact Library of Michigan Library Law Consultant Membiela for guidance and understanding related to legal concerns with the model policies.

08.05  
NEXT  
MEETING

By consensus the Policy Committee scheduled future meetings as follows:

- Tuesday, September 24 at 1:00pm
- Tuesday, October 22 at 1:00pm
- Beginning in November on the third Tuesday of the month:
- Tuesday, November 19 at 1:00pm
- Tuesday, December 17 at 1:00pm
- Tuesday, January 21 at 1:00pm
- Tuesday, February 18 at 1:00pm
- Tuesday, March 18 at 1:00pm
- Tuesday, April 8 at 1:00pm
- Tuesday, May 20 at 1:00pm

If there is no business for the committee's consideration the meeting will be cancelled.

08.06  
PUBLIC  
COMMENT

There were no comments from the public.

08.07  
ADJOURN-  
MENT

The meeting adjourned at 2:10pm.

PREPARED  
BY:

Respectfully Submitted,

---

Nancy A. Collins