

**ST. JOSEPH PUBLIC LIBRARY**  
Materials & Services Committee Meeting  
November 4, 2019, 5:00 p.m., Downtown Library

**MINUTES**

The Materials & Services Committee of the Board of Trustees of the St. Joseph Public Library met on November 5, 2019 at 5:00 p.m. in the Downtown Library. Committee members in attendance were Alison Schieber, Mike Cadden, Elizabeth Latosi-Sawin, and Ingrid Woodbury. Sharon Wasson was absent. Mary Beth Revels was present from the staff. No one attended from the public or media.

Ms. Schieber called the meeting to order and the roll call was taken.

Under approval of the minutes, **Dr. Cadden moved and Ms. Woodbury seconded to approve the minutes of the September 17, 2019 meeting of the Materials and Services Committee, as presented. All Committee members in attendance voted “yes.” The motion carried.**

There was no old business.

Under new business, Ms. Revels presented an edit and renaming of “Guidelines for Decision-Making and Notification of Staff in Situations When One or More Library Facility is Inaccessible, Uninhabitable” to “Policy for Weather or Emergency Closure of Branches.” Additional edits were suggested. **Dr. Latosi-Sawin moved and Ms. Woodbury seconded to approve the “Policy for Weather or Emergency Closure of Branches” as edited and present it to the full Board for approval. All Committee members in attendance voted “yes.” The motion carried.**

There was no other new business.

There being no further business, **Dr. Cadden moved and Ms. Woodbury seconded to adjourn the meeting. All Committee members in attendance voted “yes.” The motion carried.**

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Elizabeth Latosi-Sawin  
Secretary

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CITY CLERK