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Date: March 9, 2020  
To: Rapid City Public Library Board  
From: Pat Jones, Policy Committee Chair  
Re: Meeting and Study Room Policy

Date: March 3, 2020  
To: Pat Jones, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Meeting and Study Room Policy

**Motion:** Move to approve updates to the Meeting and Study Room Policy as presented.

**Background:** The Meeting and Study Room policy defines the primary purpose, availability, and guidelines concerning the use of the library's meeting and study rooms.

One recommended change alters the payment requirement for reservations. Due to security constraints, the library is unable to take payment online or over the phone which largely prevents patrons from paying at the time of reservation. This change provides a 3-day window for patrons to confirm their reservation by paying in person or by check.

Another change eliminates the list of available equipment for the meeting rooms. This information is now provided in the registration platform, and the specific equipment may change over time.

All other changes are to clarify or simplify existing language.