



DOWNTOWN LIBRARY
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Date: May 11, 2020
To: RCPL Board of Trustees
From: Pat Jones, Policy Committee Chair
Re: Meeting and Study Room Policy

Date: May 5, 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.

The first significant change to the meeting and study room policy adjusts the hours available for public use to ensure that library staff will be available whenever the public is in the building.

Wording has been added to clarify that room capacities must be followed as this will allow the library to adhere to ongoing safety measures. Similarly, study room occupancy has been removed from the policy in order to allow the library to respond quickly as the situation changes. Occupancy will be compliant with the city's code and be noted in each room and on the library's website.

All other changes are to clarify or simplify existing language.