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**Minutes
Policy Committee Meeting
Saturday, May 7th 2022 @ 10 am**

Called to order at 10:08 am, Amanda Kendall, Lacy Strader and Jeffery Stutsman were present

New Business

1. Bereavement & Funeral Policies
 - a. Discussed changing the funeral leave policy from only being applicable to full time employees to being applicable to all employees.
2. Circulation: Late Fine payment & Processing fees
 - a. Discussed changing the wording of the policy from "Patrons must pay their fine or pay towards their fine before they are allowed to check out more materials" to the system-wide "Patron fees must be under \$5 to check out more materials."
 - b. Discussed removing the audiobook exception regarding processing fees on lost or damaged items, making the processing fee universally \$5.
3. Bylaws: Definition of Quorum
 - a. Discussed changing the wording of the policy that states a quorum is 4 trustees to reflect that the law states that a quorum is the majority of **sitting** trustees.

Adjournment at 10:41 am.