



## MEMO

**To:** MSL Commissioners  
**From:** Genevieve Lighthiser, Administrative Specialist  
Jennie Stapp, State Librarian  
**Subject:** Conference Room Use Policy Recommendation  
**Date:** February 1, 2023

Following the State Library's new schedule of reviewing all Commission Policy every three years, I have reviewed the Conference Room Use Policy. This policy was created in relation to the conference spaces in the Mazurek building.

Since the State Library's new location is much smaller and our only meeting space is closely surrounded by staff workspaces, staff recommend no longer opening our meeting spaces to use by other state agencies or non-profits. Staff recommend that this policy be rescinded.

In its place, staff recommend creating an MSL Conference Room Procedure document that would be available to all MSL staff outlining the internal reservation procedure and use guidelines.