



Agenda Submittal

Agenda #: 8 **Status:** Consent Calendar
Type: Policy **Department:** Library
File #: 20-734 **Contact:** Mike Eitner, 784-1503
Agenda date: 10/27/2020 **Final action:** 10/27/2020
Title: Approve Solano County Library's Confidentiality Policy as a replacement for the existing privacy policy

Governing body: Board of Supervisors

District: All

Attachments: 1. A - Proposed Confidentiality Policy, 2. B - Existing Library Privacy Policy

Date	Ver.	Action By	Action	Result
10/27/2020	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒

Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

Solano County Library recommends that the Board of Supervisors approve the Library's Confidentiality Policy as a replacement for the existing Privacy Policy.

SUMMARY:

The Solano County Library requests approval of the attached Confidentiality Policy (Attachment A). The Confidentiality Policy is one of the Library's foundational documents as the policy describes how the Library protects the information it collects from customers. Because it has been almost fourteen years since the Board last approved a policy related to customer confidentiality, the Library believes a new Confidentiality Policy to replace the existing Privacy Policy and Board approval is warranted.

FINANCIAL IMPACT:

The cost of preparing and disseminating this policy is nominal and included in the Library's FY2020/21 Adopted Budget.

ALTERNATIVES:

The Board could choose to not adopt the revised policy, but this is not recommended because the existing policy was approved by the Board on October 17, 2006.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed the revised policy. The County Administrator's Office has reviewed this report and concurs with the Department's recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION