



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

BY-LAWS & POLICY COMMITTEE MEETING APRIL 15, 2014

MINUTES

The By-Laws & Policy Committee Meeting was called to order at 6:05 p.m. by Committee Chair, Jason Fichtel, on Tuesday, April 15 at the Westmont Public Library.

Roll Call:

Present: J. Fichtel (Chair), E. Carmichael, K. O'Connor

Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, J. Martens and A. Porter

Pledge of Allegiance:

New Business:

Review and recommend the Public Comment Policy:

Coen explained that she developed this policy based on those being used at neighboring libraries. Fichtel suggested including a sign-in procedure prior to the guest speaking. O'Connor asked if Westmont residents and Westmont non-residents would be given priority speaking preference. O'Connor asked if using the word "will" was appropriate or if using the word "shall" would be better. Porter and Fichtel suggested using "shall" instead of "will" throughout the document.

Fichtel asked if a five minute time limit was adequate for public speaking. O'Connor suggested inserting a statement that large groups with a common interest use a representative to avoid repetitiveness and maintain timeliness. Board President could reserve the right to limit the length of public speaking and any redundancy issues. Fichtel suggested adding the words "board responses to public comments will be at the discretion of the Board President". Coen confirmed that an immediate response from the board was not required.

Lastly, Fichtel suggested adding a disclaimer stating that once open forum had been closed that would end public comment. Martens pointed out that the board president may also deem another portion of the meeting appropriate for comment. Coen pointed out that the By-Laws did not break down agendas for special and committee meetings or set out an order of business and asked if open forum should be included on those agendas. Fichtel agreed to keep open forum on all agendas.

Review and recommend the Ethics Act Policy:

No changes at this point.

Review and recommend the Meeting Room Policy:

Coen said that she had primarily condensed the policy at this point. The committee eventually agreed that the policy would remain the same but that more 'meeting place' options such as our free conference room or study rooms would be listed on the drop down link on our website.

O'Connor suggested adding the words "up to" the 90 and 30 days in advance. He also suggested changing the word "prior" to "advance". Fichtel asked Coen to change the word state, third line down.

Discussion of the policy index and recommend the next revision assignment for July 15, 2014:

Coen suggested re-visiting the schedule of fines and fees, the volunteer policy and the personnel handbook. Coen suggested submitting the handbook to Management Association of Illinois for their review, comments and recommendations.

O'Connor moved to adjourn at 7:00 p.m., Carmichael seconded. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Fichtel', written over a large, light-colored oval shape.

**Jason Fichtel
Secretary**

Westmont Public Library Board of Trustees