



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

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BY-LAWS & POLICY COMMITTEE MEETING JANUARY 20, 2015

MINUTES

The By-Laws & Policy Committee Meeting was called to order at 6:05 p.m. by Committee Chair, Jason Fichtel, on Tuesday, January 20, 2015 at the Westmont Public Library.

Roll Call:

Present: Committee Chair Jason Fichtel and committee member Elaine Carmichael

Also present: Director Julia Coen, Assistant Director K. Buckson, Administrative Assistant Theresa Barry and Trustee John Martens

Absent: Trustee Megan Stern

Pledge of Allegiance:

Carmichael moved to approve the minutes from October 14, 2014, Fichtel seconded. All in favor.

Open Forum:

Public: Nothing

Trustees: Nothing

New Business:

Review and recommend FOIA Policy:

Coen shared a document outlining our policy for staff, patrons and the general public which made things much more clear and concise.

(Trustee Amy Porter arrived at 6:11 p.m.)

Coen and Buckson explained that the committee should decide whether or not an Officer of the Law should sign a written request to FOIA a patron's record and whether or not the request was in compliance of the law.

Review and recommend Confidentiality of Patron Records Policy:

No major changes to that policy.

Review and recommend the striking of the Sensitive and Non-Public Information Policy:

Coen explained that she and Buckson could not find anything in that policy that wasn't covered in other policies. Committee agreed to recommend the striking of the Sensitive and Non-Public Information Policy.

Coen proposed that the Finance Committee meet at the end of February or early March to look at a draft budget prior to the board meeting on March 24 when the Levy and the decision on whether or not to abate would be discussed.

Interlibrary Loan Service Policy, Reference Service Policy, Investment of Public Funds Policy and Rules for Electronic Attendance at Board Meetings Policy would be re-visited in April.

Carmichael moved to adjourn at 6:28 p.m., Fichtel seconded. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Fichtel', written over a large, horizontal, loopy flourish.

**Jason Fichtel
Secretary**

Westmont Public Library Board of Trustees