



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

BYLAWS & POLICY COMMITTEE MEETING OCTOBER 20, 2015

MINUTES

1) Call to Order

The Bylaws & Policy Committee Meeting was called to order at 6:00 p.m. by Committee Chair Mark Stern on Tuesday, October 20, 2015 at the Westmont Public Library.

2) Roll Call:

Present: Annie Delano and Mark Stern

Absent: Elaine Carmichael

Also present: John Martens and Kerry O'Connor

Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

(Jason Fichtel arrived at 6:04)

3) Pledge of Allegiance:

4) Open Forum:

a. **Public**- none

b. **Board** - none

c. **Director Coen** reported that a patron communicated her concern about library policy that allows food in the library because of her children's allergies.

d. **Staff** - none

5) Approval of the minutes of Bylaws and Policy Committee meeting on July 21, 2015:

Motion: Delano moved to approve the minutes from July 21, 2015, Stern seconded.

Vote: All in favor. Motion passed.

(Elaine Carmichael arrived at 6:06)

6) New Business:

a. Review and recommend the Disposal of Surplus Property Policy:

Coen reported that the board would vote on any items valued over \$1,000 and that anything under that value could be disposed of at the Director's discretion. Coen explained that the "corporate authority" is the Village of Westmont and clarified that surplus does not include library materials.

Stern suggested amendments. In the second paragraph under Disposal and Sale of Surplus Property, Stern recommended adding "subject to board approval if the value exceeds \$1,000" to the end of the sentence. In the second paragraph under

Disposal and Sale of Surplus Property, Stern recommended adding “and no such persons shall participate in the sale unless through public sale or sealed bids. The Library Board may waive this requirement.” to the end of the paragraph.

Committee agreed to recommend the policy to the board with those amendments.

b. Review and recommend the Rules for Electronic Attendance at Board Meetings:

Coen reported that the required vote by the Library Board to allow a Trustee to attend electronically was removed from the rules. The Library Board cannot vote on an item not on the agenda so the requirement needed to be eliminated or added the item to every agenda. Coen to make the word “member” plural.

Committee agreed to recommend the rules to the board with those amendments.

c. Review and recommend the Identity Protection Policy:

Stern suggested including a statement under the Social Security Statement of Purpose to say that the library does not collect social security numbers from members of the public as a provision of delivering service. Add the following sentence as a new first sentence under the heading Social Security Number Statement of Purpose, “The Westmont Public Library does not collect social security numbers from the general public or require patrons to provide social security numbers to obtain library materials.” Coen will capitalize “policy” and make “employee” plural in the last sentence of the first paragraph.

Committee agreed to recommend the policy to the board with those amendments.

d. Review and recommend the Exhibit and Display Policy:

There were several amendments suggested by Trustees. It was recommend the first sentence under Purpose is re-written as, “The Westmont Public Library provides space for exhibits and displays as part of its mission of providing the community keys to lifelong learning.” It was recommended that the third bullet point under General Guidelines is revised to “material that a reasonable person would believe to be advocating or opposing any religion or religious belief.” It was recommended that a new bullet point be added above the first bullet point under Priority for “residents of Westmont.” It was recommended the new third bullet point state, “individuals from the surrounding area who have a special collection to share with the community” and the last bullet point include the words “located in or serving Westmont.” Fichtel recommended several grammatical amendments.

Committee agreed to recommend the policy to the board with those amendments.

e. Review and recommend the next policy revision assignment for January 2016:

Coen to develop a Digital Sign Policy, amend Personnel Handbook to reflect accurate holiday closing dates and Illinois Department of Labor updates.

7) Adjournment:

Motion: Carmichael moved to adjourn at 6:56 p.m., Delano seconded.

Vote: All in favor. Motion Passed.

Respectfully submitted,

Elaine Carmichael

Secretary

Westmont Public Library Board of Trustees