



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

JANUARY 19, 2016

MINUTES

1) Call to Order

The Bylaws & Policy Committee Meeting was called to order at 6:03 p.m. by Trustee John Martens on Tuesday, January 19, 2016 at the Westmont Public Library.

2) Roll Call

Present: Annie Delano, Elaine Carmichael, and John Martens

Absent: Mark Stern

Also present: Heather Booth, Kerry O'Connor, and Jason Fichtel

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

3) Pledge of Allegiance

4) Open Forum

- a. Public – None
- b. Staff – None
- c. Trustees – None
- d. Director – None

5) Approval of the minutes of Bylaws and Policy Committee meeting on October 20, 2015

Motion: Delano moved to approve the minutes from October 20, 2015, Carmichael seconded.

Vote: All in favor. Motion passed.

Absent: Stern

6) New Business

a. Report on John Martens's appointment to the Bylaws and Policy Committee on January 6, 2016

Fichtel reported that Martens volunteered to take a position on the Bylaws & Policy Committee.

b. Review and recommend changes to the Personnel Handbook to include updated holiday closings and updated language to the vacation section to incorporate Illinois Wage Payment and Collection Act regulations

Committee to recommend the proposed policy, which includes the addition of Easter Sunday to the list of holiday closings. Committee to suggest that wording is added to the vacation section to reflect new regulations that state we

cannot use a “use it or lose it” policy. The policy will state that vacation ceases to accrue after an employee reaches 125% of annual vacation time.

c. Review and recommend the Makery Collection Policy

Committee to recommend the proposed policy, which states that Makery items should only be available to Westmont Public Library cardholders. Booth suggested stipulating that Makery items are not holdable and must be checked out in-person. Smith reported that user agreements were currently being written by staff. Coen reported that Makery collection fees would be added to the Schedule of Fines and Fees for review by the Library Board next month.

d. Review and recommend the Digital Sign Policy and guidelines

Committee to recommend the proposed policy and guidelines. Coen reported that the messages displayed on the signs will be primarily for the Westmont Public Library and the Village of Westmont. Space permitting, other taxing bodies or groups we are affiliated with may request a message on the digital signs.

e. Review and recommend the Meeting Room Policy

Committee to recommend the proposed policy, which states that meeting rooms can only be reserved by Westmont cardholders, free of charge, with a limit of three times per 90-day period.

f. Review and recommend the next policy revision assignment for April 2016

The Social Media Policy and Public Use of the Internet Policy will be reviewed at the April meeting.

7) Adjournment:

Motion: Delano moved to adjourn at 6:59 p.m., Carmichael seconded.

Vote: All in favor. Motion Passed.

Absent: Stern

Respectfully submitted,

Elaine Carmichael

Secretary

Westmont Public Library Board of Trustees