



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING JULY 19, 2016

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, July 19, 2016 at the Westmont Public Library.

2) Roll Call:

Present: Annie Delano, John Martens, and Mark Stern

Also present: Director Julia Coen, Assistant Director Brittany Smith, Administrative Assistant Theresa Barry, and Head of Youth Services Alea Perez

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 April 19, 2016

Motion: Delano moved to approve the minutes from April 19, 2016, Martens seconded.

Vote: All in favor. Motion passed.

Discussion: None

6) New Business:

a. Review and recommend the Collection Development Policy

Coen shared comments from Booth who suggested the phrase “popular media” be used instead of “popular magazines” in the Tools section. Booth also suggested there be a residency requirement for the reconsideration of material requests.

(Carmichael arrived at 6:03)

The Committee agreed that “patron” should be changed to “Westmont library cardholder or resident” in the Under Reconsideration of Material section and form.

Stern suggested the committee review the ALA’s *Library Bill of Rights* and *Freedom to View* statements that are referenced in the Library’s policy before final approval. The Committee will revisit the ALA statements at the next committee meeting

and add a statement to current policy that says these statements are not understood by the Library Board to restrict age appropriate access policies that may be in place from time to time.

b. Review and recommend the Library Use and Conduct Policy

Trustees recommended some grammatical changes to the policy. Delano shared a revised version of the "Secure Child Safety" section. Library staff will attempt to locate a caregiver within the library or by phone when an unaccompanied minor is left at the library.

c. Review and recommend the Ethics Act Resolution

Coen to correct the typo "unites" to "units." The Committee reviewed the Ethics Act Committee but will recommend no motion/action by the full Board.

d. Review and recommend the Fund Balance Policy

Stern suggested review of this policy with the full Board.

(Fichtel arrived at 6:45 p.m.)

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

Committee to review the Collection Development Policy following the review ALA statements, Volunteer Policy, Confidentiality of Patron Records Policy, and Public Comment Policy.

7) Adjournment

Motion: Martens moved to adjourn at 6:50 p.m., Delano seconded.

Vote: All in favor. Motion Passed.

Respectfully submitted,

Elaine Carmichael

Secretary

Westmont Public Library Board of Trustees