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MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING JANUARY 17, 2017

1) Call to Order

The Bylaws & Policy Committee Meeting was called to order at 6:03 p.m. by John Martens, on Tuesday, January 17, 2017 at the Westmont Public Library.

2) Roll Call

Present: Annie Delano, Elaine Carmichael, and John Martens

Absent: Mark Stern

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: October 18, 2016

Motion: Delano moved to approve the minutes from October 18, 2016, Martens seconded.

Discussion: None

Vote: All in favor

Motion passed

6) New Business:

a. Review and recommend the Volunteer Policy

Coen shared the policy with suggested changes and feedback from the committee following the last committee meeting. Coen reviewed the policy with Amy Prechel and Alea Perez who oversee library volunteers to confirm that practices match the proposed policy. The committee will recommend the policy is approved by the Board.

b. Review and recommend the Conflict of Interest Policy

Coen shared recommended changes from Stern who could not attend the meeting. Under Purpose he recommends it states, "The purpose of this policy is to set guidelines so all policies and financial decisions of the Westmont Public Library are impartially applied and determined." Under Definitions he recommends it states, "No presumption is created by the mere existence of a social relationship between Trustees or employees or their family members with outside parties that perform Library business." Under Disclosure and Disqualification he recommend it states, "To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library, shall disclose the nature and extent of such interest to the Library Director, and to the President of the Library Board (for Trustees) or

to such employee's immediate supervisor, as soon as he or she has knowledge of such actual or prospective interest. " The committee will recommend the policy is approved by the Board.

c. Review and recommend changes to the Bylaws

Marten pointed out the one change on page three giving the President authority to appoint the committees at the annual meeting and the Board authority to approve the committee minutes at the regular board meeting.

d. Review and recommend the Borrower Registration Policy

Martens suggested clarifying the statements under Westmont Business so it says, "Persons who operate a business within the boundaries of the Village of Westmont are entitled to a business library card. Applicants should present their lease or proof of ownership in Westmont boundaries." The committee will recommend the policy is approved by the Board.

e. Review and recommend the next policy revision assignment for April 2017

The committee will review the Interlibrary Loan Service Policy and Reference Service Policy at the April 2017 meeting.

7) Adjournment:

Motion: Delano moved to adjourn at 6:24p.m., Carmichael seconded.

Vote: All in favor

Motion Passed

Respectfully submitted,

Elaine Carmichael

Secretary

Westmont Public Library Board of Trustees