



WESTMONT PUBLIC LIBRARY

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MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING

APRIL 18, 2017

MINUTES

1) Call to Order

The Bylaws & Policy Committee Meeting was called to order at 6:00 p.m. by Chairperson Mark Stern, on Tuesday, April 18, 2017 at the Westmont Public Library.

2) Roll Call:

Present: Annie Delano, Elaine Carmichael John Martens and Mark Stern

Also present: Trustee Heather Booth

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: January 17, 2017

Motion: Martens moved to approve the minutes from January 17, 2017, Carmichael seconded.

Discussion: None

Vote: All in favor

Motion passed

6) New Business:

a. Review and recommend the Reference Service Policy

Coen shared recommended revisions to the policy as recommended by Managers Alea Perez, Alex Carlson, and herself. Stern suggested using just the word "staff" when referring to employees and recommended several grammatical changes. Under the *Fees* section, it will now say, "Reference services are provided for free. Occasionally fees may apply such as the cost for printing or photocopying, faxing, and fees assessed by a database or other agency. Patrons will be informed of any fees and associated costs prior to completing a request." Committee will recommend the policy is approved by the Board as amended.

b. Review and recommend the Interlibrary Loan Service Policy

Smith pointed out that some minor changes resulted from the integration of new library software. Under *Lending* section, the words “attempt to” will be inserted prior to the word “complete”. Committee will recommend the policy is approved by the Board as amended.

c. Review and recommend the Collection Development Policy

Coen recommended including a statement to inform the public that all “Request for Reconsideration of Library Material” forms filed with the library become public record subject to disclosure under the Freedom of Information Act. In addition, Stern recommended some grammatical changes. Committee will recommend the policy is approved by the Board as amended.

d. Review and recommend the next policy revision assignment for July 2017

Committee to review the Disposal of Library Surplus Property Policy, the Exhibits and Display Policy, and discuss the Personnel Handbook review process.

7) Adjournment:

Motion: Delano moved to adjourn at 6:16 p.m., Martens seconded.

Vote: All in favor

Motion Passed

Respectfully submitted,

Elaine Carmichael

Secretary

Westmont Public Library Board of Trustees