



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community with the keys to lifelong learning.

### MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING

JANUARY 16, 2018

**1) Call to Order**

The meeting was called to order at 6:03pm by Committee Chair Heather Booth on Tuesday, January 16, 2018 at the Westmont Public Library.

**2) Roll Call**

Present: Trustee Heather Booth, Trustee Elaine Carmichael, Vice President John Martens

Absent: Trustee Rajesh Parikh

Also Present: President Jason Fichtel

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

**3) Pledge of Allegiance**

**4) Open Forum:**

a. **Board:** None

b. **Director:** None

c. **Staff:** None

**5) New Business:**

a. **Report on Library Use and Conduct Policy** – Coen provided the committee with information on the issue of unattended adults in the youth department. Several surrounding libraries have policies or practice that is similar to ours. The entire policy will be formally reviewed later this year and the committee can decide to make edits or not at that time.

b. **Review of Bylaws** – The suggested changes are based on suggestions from the Trustee Facts File. The changes include updated information on Trustee terms of 4 years, the process for appointments, and a conflict of interest statement. Per the Bylaws, the updated Bylaws can be adopted in February so that the public has time to comment before changes are adopted. Fichtel suggestion two minor grammatical changes with regard to filling an open trustee position.

c. **Review of Rules for Electronic Attendance at Board Meetings** – Coen explained that electronic attendance is permitted if certain rules are followed as provided by law. The only suggested change is to require a Trustee to provide notice of electronic attendance 24 hours before the meeting (as opposed to 4 hours) to allow time to organize equipment and make sure there is no issue with quorum.

d. **Review of Public Comment Policy** – Coen reviewed suggested changes. Fichtel suggested changing the first paragraph back to the original so that it says public comments shall only be allowed during Open Forum. There was discussion about allowing attendees to speak at different times during a meeting. Coen to ask our attorney about public speaking on agenda items. Fichtel suggested postponing this item at the regular meeting.

e. **Review of Freedom of Information Act Policy** – Coen explained there were no suggested changes but that it is presented for review.

**6) Adjournment:**

**Motion:** Martens moved to adjourn at 6:35pm, Carmichael seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library, Board of Trustees, Secretary**