



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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### MINUTES OF THE POLICY AND BYLAWS COMMITTEE MEETING OF THE LIBRARY BOARD OCTOBER 16, 2018

#### 1. Call to Order

The meeting was called to order at 6:02pm by committee Chair Heather Booth on Tuesday, October 16, 2018 at the Westmont Public Library.

#### 2. Roll Call

**Committee Present:** Trustee Heather Booth, Trustee Elaine Carmichael, Vice President John Martens, and Trustee Rajesh Parikh

**Board Present:** Secretary Annie Delano

**Staff present:** Director Julia Coen, Head of Youth Services Alea Perez, and Administrative Assistant Theresa Barry

#### 3. Pledge of Allegiance

#### 4. Open Forum

##### a. Public

Spencer Parker, Village of Westmont Finance Director, present to answer questions.

##### b. Board

#### 5. New Business

##### **Review of the Library Use and Conduct Policy**

**Discussion:** Coen shared the draft with some suggested changes noted in red. She explained that staff are recommending a change so it is clear that adults with special needs or adults that are better served in youth services, are welcome in the youth department.

*(Fichtel arrived at 6:10pm).*

Coen invited the Board to discuss the use of the wording “vulnerable adults.” Alea explained there are occasions when adult patrons with special needs use the space in youth services but it is not clear if this is acceptable as the policy is currently written. Booth suggested using “developmentally appropriate” vs. “vulnerable.” Booth suggested re-writing the sentence to read, “adults are welcome to use the collection but on-going use of the space in the youth service area is restricted to youth, adults with developmental needs and their companions.” Delano suggested changing the second sentence in the first paragraph under Purpose to begin with “A” goal instead of “The” goal.

##### **Review of the Meeting Room Use Policy**

**Discussion:** Coen explained that management staff oversee the meeting room reservations. They suggested the policy edits to address the issues that come up regularly with the service.

##### **Review of the Public Use of the Internet Policy**

**Discussion:** Coen explained that the suggested edits are primarily relevant to the computers in youth services. Perez explained that if a youth does not have a library card, staff will attempt to get parental permission either in person or via phone in order to grant internet access to the youth. Booth asked how we could address teen use of the internet without parental permission. Perez explained that access without permission was currently not granted. Coen agreed to reach out to other libraries to look at alternative policies and try to get aggregate numbers relating to teens with library cards who have been granted access to the internet vs. those who have not. The Board will discuss this again at the January Policy Committee meeting. Booth also suggested adding the words "or damage to devices" so it says "the loss or corruption of a patron's files or damage to devices."

**Review of the Confidentiality of Patron Records Policy**

**Discussion:** Coen explained the suggested changes, which come directly from the Illinois Library Records Confidentiality Act.

**Review of the Outdoor Digital Sign Policy**

**Discussion:** No recommended changes at this time.

**Discussion of the next policy revision assignment for January 2019**

**Discussion:** Booth suggested reviewing the Ethics Act Resolution, Volunteer Policy, and Borrower Registration Policy.

**6. Adjournment**

**Motion:** Martens moved to adjourn at 6:56pm, Carmichael seconded.

**All in favor**

**Motion passed**

Respectfully submitted,

Theresa Barry on behalf of Annie Delano, Secretary