



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE BYLAWS AND POLICY COMMITTEE MEETING SEPTEMBER 21, 2021

#### 1) Call to Order

The meeting was called to order at 6:33 p.m. by Committee Chair Heather Booth on Tuesday, September 21, 2021 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Committee Chair Heather Booth, Trustee Elaine Carmichael, and Board Treasurer Annie Delano

**Also Present:** Board President Fichtel

**Absent:** none

**Staff present:** Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Open Forum: None.

#### 5) New Business:

##### a. Review and recommend the Makery Services Policy

**Discussion:** Coen shared that the purpose of the changes to this policy is to allow more access to the Makery but to maintain priority for Westmont patrons. In addition, we added language that is included in the user agreement in the policy. Carmichael asked for clarification of the difference between a patron and a cardholder. Coen stated that the definition of a patron is any person who enters the library. Delano also asked what it means to receive reservation priority. Coen and Smith explained that it would work as current study room reservations work, only Westmont cardholders would be able to make a reservation, all other patrons would be allowed to use the Makery on a drop in availability. Carmichael asked if many of the Makery users are not Westmont Library cardholders. Smith responded no. Booth summarized that the committee was ok with the proposed changes with the additional change in the priority language from patron to Westmont residents. Carmichael asked if our insurance covers injuries that occur while using the Makery. Coen and Smith responded that the user agreement includes a waiver of liability.

##### b. Review and recommend the Bloodborne Pathogen Policy

**Discussion:** Coen shared that the proposed language was added to align the Library's policy with the state library recommended policy, and to include language to reflect what has been learned from the pandemic. Booth asked for clarification on the usage of the word reasonable. Coen explained that this is a term based upon the reasonable person standard.

##### c. Review and recommend the Travel Reimbursement Policy

**Discussion:** Coen stated that the proposed changes are for the purpose of referencing the actual law that travel reimbursements must comply with.

**d. Library Use and Conduct Policy**

**Discussion:** It is recommended that distribution of material at the Library without prior consent is added to the prohibited activities list. Fichtel asked if we should change Library Administration to Library Director or their appointee. Carmichael asked if language should be changed to reflect prohibition of marijuana now that it is legal. Booth stated that using marijuana in public would be an illegal use of marijuana, and the current wording prohibits that.

**e. Discussion of the next Policy Committee meeting review**

**Discussion:** Committee to review Social Media Policy, Confidentiality of Patron Records Policy, Meeting Room Use Policy, and Identity Protection Policy at the next committee meeting scheduled for January 18, 2022.

**6) Adjournment:**

**Motion:** Delano moved to adjourn at 6:55 p.m., Carmichael seconded.

**Vote:**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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