



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

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

### MINUTES OF THE POLICY COMMITTEE MEETING SEPTEMBER 20, 2022

#### 1) Call to Order

The meeting was called to order at 6:01 p.m. by Policy Committee Chairperson Heather Booth on Tuesday, September 20, 2022 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Beth Krotiak, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:**

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser, Adult Librarian Manager Natalie DeJonghe, Administrative Assistant Michelle Mahlan, and Assistant Village Manager Spencer Parker

#### 3) Pledge of Allegiance

#### 4) Open Forum:

- a. **Public:** None
- b. **Board:** None
- c. **Director:** None
- d. **Staff:** None

#### 5) New Business

##### a. Review and recommend the Volunteer Policy

**Discussion:** The Policy Committee reviewed this policy at last April's committee meeting. The Community Service portion was removed and a few minor changes were made.

##### b. Review and recommend the Interlibrary Loan Service Policy

**Discussion:** There weren't a lot of suggested changes. Redundancies were removed and more procedural information was added to reiterate that there is no guarantee about getting books outside SWAN. There is a list of certain Libraries that staff does not request from because they typically decline. Krotiak inquired if the patron is aware of what Library will be fulfilling their request. Since the request is outside of SWAN, the patron does not make their request from a specific Library. Dejonghe noted that local academic libraries and the Chicago Public Library most often fulfill the requests.

##### c. Review and recommend the Photography and Recordings Policy

**Discussion:** It's important to have a policy regarding photos and videos in the Library since, as a public space, there is no expectation of privacy and it is legally allowable. The Library's policy sets the rules and restrictions. Technically it is not enforceable to require permission to record or photograph patrons in a public place; however, we won't allow harassment of library patrons. Those taking video can't record your screen or your checkouts. Library security video recordings are foia-able per record retention policy. Videos are kept for 90 days.

**d. Review and recommend the Library Use and Conduct Policy**

**Discussion:** Since this policy underwent such significant changes, three versions of the policy were included in the packet - current policy/red-lined version/proposed new policy. The policy is essentially a list of behaviors and actions that are not acceptable in the Library. Coen stated that any set policy will be enforced by staff. Booth suggested that the violations be numbered so that staff can reference policy when writing up a report. There was discussion about offensive odors and how that is handled. DeJonghe stated that most issues are regarding perfume/cologne rather than personal hygiene. Booth suggested changing the line to say it is prohibited to emit "strong odors that staff deem are disruptive including but not limited to odors from poor personal hygiene or overpowering perfumes or foods." Fichtel suggested a minor grammatical edit under supervision and safety. Booth noted that the revisions are very concise and clear. Carmichael inquired about how bed bugs are handled. Coen noted that bed bugs are a health and safety issue and extermination would be required.

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

The next meeting of the Policy Committee will be held in January 2023. Suggested policies to review include the Personnel Handbook including holidays, sick time accrual, and any new employment laws, Collection Development Policy, and Reference Services Policy.

**6) Adjournment:**

**Motion:** O'Malley moved to adjourn at 6:36 p.m., Carmichael seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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