



WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning
428 North Cass Avenue, Westmont, Illinois 60559
630.969.5625 www.westmontlibrary.org

POLICY COMMITTEE MEETING APRIL 16, 2013 MINUTES

The Meeting was called to order at 6:25 P.M. by Committee Chair, Elaine Carmichael, at the Westmont Public Library.

Roll Call:

Present: E. Carmichael, C. Gorman, M. Stern

Also present: C. Kuhn, Director, J. Coen, Assistant Director and T. Barry, Administrative Assistant

Absent: A. Porter and J. Fichtel

- (1) Call to Order
- (2) Roll Call
- (3) Pledge of Allegiance

Carmichael announced that the agenda would be reviewed in reverse order:

- a. Review and revise Staff Privileges and Volunteer Staff portion of Personnel Code

Kuhn indicated that a small change was made to staff privileges to clarify that staff must follow the same rules and regulations as patrons.

Service awards would be presented at the staff meeting on May 17th.

Kuhn struck the sentence saying a "farewell, special event or retirement reception would be hosted by the employee's department" and then inserted "that the library will allow farewell, special event or retirement receptions to be held in the library provided participation occurs on breaks or after hours."

Under "Volunteer Staff and Trustees" Kuhn corrected a typo that read "qualify" and it should have read "quality".

Change the words "volunteer betrayal of this trust" to just "betrayal of this trust". Kuhn suggested inserting the direction that community service workers would have to sign off on the same "drug free workplace" disclaimer as employees and volunteers do.

Kuhn changed "Volunteers and Trustees" who drive for the Library to read "volunteers including trustees" who use private vehicles for library business must present a certification of automobile insurance and a valid driver's license the same as employees.

Gorman suggested that under Involuntary Termination of Volunteer services should read "including one of the following acts" instead of "for the following acts".

"Westmont Public Library reserves the right to terminate the services of volunteers for unacceptable behavior which includes the following".

Kuhn said that lastly she copied the staff recognition over to the volunteer recognition but indicated that at increments of 500 hours the volunteer would be recognized and then present small gifts after increments of 5 years.

Gorman moved to present this, as corrected, to the COTW for inclusion in the Personnel Code, Carmichael seconded. All in favor, motion passed.

b. Review and revise Procurement Policy, incorporating Authority to Spend and Credit Card Usage

Kuhn identified that perhaps a procurement 'guide' might be more appropriate than a procurement policy. A procurement guide for the purchasing by the Director and his/her designees'. It should also be a guide for the reporting responsibilities of the Director and his/her designees'. For the purchasing by the Board through the Director ie: bid items, and the reporting responsibility of the Board and the Director to the public. Kuhn clarified that since it would be a board document it should include the procedure for publishing a request for information, a request for proposal and a request for bid.

Secondarily it should be a legal document/paragraph that proves to the public 'responsible spending'.

Thirdly, as clarification as who does what when, it would incorporate the Authority to Spend policy together with listing levels of what may be spent prior to approval by the board, what the board purchases etc. etc.

Stern said she would like Scheid's input as to how much legalese might be necessary for such a document.

Carmichael recommended that Kuhn re-word the document to be more 'library friendly' and to present it again to the Board at the meeting in July. Kuhn suggested re-presenting it to Stern and Fichtel prior to showing it to the board.

Gorman asked about Board President being able to waive 'policy' and who would do it in their absence. Kuhn explained that was outlined in the By-Laws.

Stern suggested that certain levels of purchasing duties were segregated. Kuhn will investigate further.

Gorman moved to re-address this policy after Kuhn revised the 'draft' to one which was more library friendly. Carmichael seconded. All in favor.

(4) Adjournment

Gorman moved to adjourn, Carmichael seconded. Meeting adjourned at 6:53 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Theresa Host Barry". The signature is written in a cursive, flowing style.

**Theresa Host Barry
For and on Behalf of
Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary**