



**Westmont Public Library**  
By-Law and Policy Committee Meeting  
Tuesday, October 16th, 2012  
Minutes

The Meeting was called to order at 6:08 P.M. by Committee Chair, Elaine Carmichael, at the Westmont Public Library.

**Roll Call:**

Present: E. Carmichael, J. Martens, C. Gorman J. Fichtel and A. Porter

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

**Committee to review and revise the Library By-Laws** (recommendation): Kuhn provided copies of the existing By-Laws inclusive of amendment notices. The day of the meeting was changed in 2006 and also the order of the meeting. The Consent Agenda was introduced in 2009.

It was observed that Agenda and Minute 'titles' should match By-Law 'titles'.

Fichtel remarked that on the second page, under special meetings, the sentence re "medium" should read "media." Fichtel also suggested clarifying the paragraph to read as follows:

"Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, ~~to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act;~~ Notice will be given in accordance with the Open Meetings Act. ~~no~~ No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency."

Committee concurred.

Fichtel said that of the Policy Committee charges presented he would prefer the version which reads as follows:

"The Policy Committee shall be comprised of three members of the Library Board of Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the library policies. The committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to insure that all policies are reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. All library policies must be approved by Board vote and made readily available to the public."

Committee concurred.

A typo was also noted and the following correction will be made: "Investigation" not "investment" of special problems.

**Committee to review and revise the Unattended Children Policy** (recommendation):

Kuhn recommended the Unattended Children Policy and the Conduct Policy be rescinded in favor of a merged Library Use Policy.

Committee concurred.

**Committee to review and revise the Conduct Policy** (recommendation):

Kuhn provided the committee with a radically revised Library Use Policy, incorporating the intent of the current Unattended Children Policy and the Conduct Policy, attempting to increase positive language, and addressing the issue of adults without children in the Youth Services area.

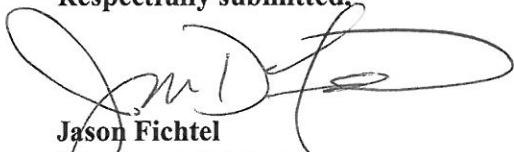
Fichtel suggested a grammatical change to healthy environment and bathing topic. Fichtel agreed with changing the policy about who comes into the Youth Service area.

Carmichael said the committee had agreed that they would recommend the Conduct Policy be replaced with the new Library Use Policy as presented in the draft with the amended changes.

The committee recommended rescinding the Unattended Children Policy.

Gorman moved to adjourn and Fichtel seconded. Meeting adjourned at 6:55 P.M.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'J. Fichtel', written over a large, stylized flourish.

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