



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

BY-LAWS & POLICY COMMITTEE MEETING

OCTOBER 14, 2014

MINUTES

The By-Laws & Policy Committee Meeting was called to order at 6:05 p.m. by Committee Chair Jason Fichtel, on Tuesday, October 14 at the Westmont Public Library.

Roll Call:

Present: Committee Chair Jason Fichtel, Trustee Elaine Carmichael and Trustee Megan Stern

Also present: Director Julia Coen, Trustee John Martens, Trustee Chris Gorman, Administrative Assistant Theresa Barry and Village of Westmont Finance Director Spencer Parker

Pledge of Allegiance:

Carmichael moved to approve the minutes from August 14, 2014, Stern seconded. All in favor.

Fichtel asked Barry to remove the mention that O'Connor was absent at that meeting as he was not actually on the Committee. Fichtel also asked Barry to correct the spelling of sight with regard to the sentence on social media sites.

Stern moved to approve the minutes as amended, Carmichael seconded. All in favor.

Open Forum:

Trustees: None

New Business:

Review and recommend the Personnel Handbook's Nepotism Section:

Coen recommended that we add a section on nepotism subsequent to a question from a staff member as to whether or not their spouse could run as a trustee. Carmichael said she would make a recommendation to the board to add a section on nepotism.

Review and recommend the Public Comment Policy:

Coen reported that we cannot require individuals to state their address prior to speaking during Open Forum at a public meeting. Fichtel asked if it also pertained to whether or not they should include their address if a sign-in sheet was used. Sign in sheets are currently not part of the library's policy or procedure.

Stern recommended that the Public Comment Policy be presented to the board as written. Fichtel agreed. All in favor.

Review and recommend the Volunteer Policy:

Coen explained that no significant changes were made to the policy just that it was tidied up and that the Access Service Manager will coordinate the volunteer program when she joins us next week.

Fichtel asked why student interns were no longer included under this policy. Coen explained there were HR issues regarding this.

Carmichael asked about point number 4 on the old policy where a volunteer could not be under the direct supervision of their family member and whether or not it was covered under the nepotism policy. Stern suggested adding it again. Coen agreed to add it back into the policy.

Fichtel pointed out some minor grammatical errors; commas and semi-colons in addition to the bulleted points switching back and forth between a volunteer and many volunteers.

Stern recommended that the Volunteer Policy be presented to the board once amended.

Review and recommend the Public Use of the Internet Policy:

Coen reported that there were no significant changes to our current policy or service provided.

Coen explained that all patrons were required to click on our user agreement before they used our public computers and that our IT Coordinator Scott Rosenberg was working on how to add this option to our WiFi access. Stern suggested recommending the Public Use of the Internet Policy to the board following minor grammatical changes.

Discuss and recommend the next policy revision assignment for January 2015

Coen recommended developing a FOIA Policy and and re-visiting the Confidentiality of Patron Records Policy which was last reviewed in 2007. All in favor.

Fichtel moved to adjourn at 6:33 p.m., Carmichael seconded. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Fichtel', with a large, sweeping flourish extending to the right.

Jason Fichtel
Secretary

Westmont Public Library Board of Trustees