



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

### MINUTES OF THE BYLAWS AND POLICY COMMITTEE MEETING OCTOBER 18, 2016

#### 1) Call to Order

The Bylaws & Policy Committee Meeting was called to order at 6:01 p.m. by Committee Chair, Mark Stern, on Tuesday, October 18, 2016 at the Westmont Public Library.

#### 2) Roll Call:

Present: Annie Delano, John Martens, and Mark Stern

Absent: Elaine Carmichael

Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

#### 3) Pledge of Allegiance:

#### 4) Open Forum:

- a. Public: None
- b. Staff: None
- c. Trustees: None
- d. Director: None

#### 5) Approval of the minutes of Bylaws and Policy Committee meeting: July 19, 2016:

**Motion:** Martens moved to approve the minutes from July 19, 2016, Delano seconded.

**Vote:** All in favor. Motion passed.

**Discussion:** None

#### 6) New Business:

##### a. Review and recommend the Confidentiality of Patron Records Policy:

Committee reviewed Coen's recommendations and inclusion of a requirement that states law enforcement officials would have to sign a statement acknowledging that any request for records is in compliance with the law. Coen to amend first sentence to read "records at a library." Committee to recommend the policy, as amended, to the board for adoption.

##### b. Review and recommend sick time leave and child bereavement in the Employee Handbook:

The committee recommended some word changes so that all were consistent. Committee to recommend the policy, as amended, to the board for adoption.

##### c. Review ALA's statements referenced in the Collection Development Policy:

Stern wants the committee and board to be aware that these documents are referenced in the Collection Development Policy. The current Collection Development Policy has a statement that says: "These statements are not understood by the Library Board to restrict age appropriate access policies that may be in place from time to time." The committee will recommend we keep this statement and no further changes to the policy.

##### d. Review and recommend the Volunteer Policy:

Coen reported that Booth asked the committee to provide a clear definition of volunteer vs. community service worker so that the guidelines and distinction between the two are clearer.

Stern suggested amending the definition of a community service worker to include “any to an individual who seeks unpaid assignments” and “subject to staff approval.” Stern suggested amendments to the guidelines section so it was clear that community service workers must complete an interview process and be assigned in accordance with outside agency requirements and staff discretion.

Committee recommends all references of “volunteers” be changed to “volunteers and community service workers.” Coen will incorporate these changes and bring the policy back for review at the January 2017 meeting.

**e. Review and recommend the Public Comment Policy:**

The committee recommends the statement about communication between the public and board be amended to say: “Board members also encourage patrons to submit comments and questions to the Library Trustees through the Board President via the President’s email address as listed on the library board website, or by letter.”

**f. Review and recommend the next policy revision assignment for January 2017**

It was recommended the committee review the revised Volunteer Policy, Borrower Registration Policy, and Interlibrary Loan Service Policy.

**7) Adjournment:**

**Motion:** Martens moved to adjourn at 6:44 p.m., Delano seconded.

**Vote:** All in favor. Motion Passed.

**Respectfully submitted,**

**Elaine Carmichael  
Secretary  
Westmont Public Library Board of Trustees**