



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE BYLAWS & POLICY COMMITTEE MEETING

JULY 18, 2017

1) Call to Order

The meeting was called to order at 6:00pm by Heather Booth on Tuesday, July 18, 2017 at the Westmont Public Library.

2) Roll Call

Present: Trustee Heather Booth, Vice President John Martens, and Trustee Rajesh Parikh

Absent: Trustee Elaine Carmichael

Also Present: President Jason Fichtel

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

3) Pledge of Allegiance

4) Open Forum:

a. **Board:** Booth offered to be the Chair of the Bylaws and Policy Committee. It was accepted by the Committee.

b. **Director:** None

c. **Staff:** None

(Carmichael arrived at 6:05pm)

5) New Business:

a. Review and recommend the Exhibits and Displays Policy

Coen presented a draft Exhibit and Displays Policy that included recommended revisions from Alea Perez, Alex Carlson, Carmen Higgins, and Brittany Smith.

Under "General Guidelines" there was discussion about the fourth bullet point that states the library will not allow material that is "deemed, by library personnel, to be obscene, defamatory, invades a particular person's privacy, or directly incites violence." The Committee questioned if "library personnel" was too broad. Coen suggested adding this statement: "The library will carefully investigate and consider suggestions from Westmont patrons to remove any material deemed unsuitable from an exhibit or display. Westmont patrons who request the reconsideration of material in a library exhibit or display will be asked to submit their request in writing to the Library Director. Once a decision has been made, a written response will be sent to the patron. If the Westmont patron is not satisfied with the decision, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board." The Committee agreed.

Coen recommended deleting the "Community Digital Board Display" section that refers to interior digital displays since there is a separate Outdoor Digital Sign Policy. The library follows posting guidelines from the Outdoor Digital Sign Policy for all digital displays. During the next revision of that Policy, it will be renamed to "Digital Display Policy."

Under "Security" it will say, "at the conclusion of the exhibit, the exhibitor must remove displays, or the library staff reserve the right to remove the display. The library will not be responsible for the storage or condition of any materials removed."

b. Review and recommend the Makery Collection Policy

Coen presented a report and draft policy with recommended changes from the Makery Committee that consists of Kerry Barnett, Gil Nicoll, Jack Schultz, Alea Perez, Amy Prechel, and Alex Carlson.

There was discussion about what “reservation priority” means to library patrons. The Committee agreed to open Makery services to SWAN library cardholders in good standing and asked to revisit the Policy in a year after usage data was collected. Booth asked about the phrase “library card holders in good standing” and Coen explained that it was covered in our Schedule of Fines and Fees. Smith explained the fine level at which point patrons could not access items in the collection, including Makery items. “SWAN cardholders in good standing” will replace “consortium member cardholders” and “consortium member” throughout the Policy.

c. Review and recommend the Disposal of Surplus Property Policy

Coen suggested clarifying that our “corporate authority” is the Village of Westmont. That is the only recommended change.

d. Review and recommend the Personnel Handbook review quote from Management Association of Illinois for \$1,500

Coen explained that this cost is included in the current budget. Carmichael asked if our attorney would need to separately review the handbook. Coen explained that the person who will review the handbook is the Chief Legal Counsel at the Management Association so separate review by our attorney is not necessary.

e. Review and recommend the next policy revision assignment for October 2017

Coen recommended the Committee review the Personnel Handbook at the next meeting.

6) Adjournment:

Motion: Martens moved to adjourn at 6:31pm, Carmichael seconded.

Vote: All in favor

Motion passed

Respectfully submitted,

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