



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

### MINUTES OF THE POLICY AND BYLAWS COMMITTEE MEETING OF THE LIBRARY BOARD

APRIL 17, 2018

**1. Call to Order**

The meeting was called to order at 6:29pm by committee chair Heather Booth on Tuesday, April 17, 2018 at the Westmont Public Library.

**2. Roll Call**

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

**Board Present:** President Jason Fichtel, Secretary Annie Delano, Treasurer Kerry O'Connor

**Absent:** Trustee Elaine Carmichael

**Staff present:** Director Julia Coen and Assistant Director Brittany Smith

**3. Pledge of Allegiance**

**4. Open Forum**

**5. New Business**

**a. Review of Social Media Policy**

**Discussion:** Coen explained the majority of changes are related to Public Record and FOIA compliance. Coen also noted that this policy is for the public and there is a separate policy for staff in the Personnel Handbook. Booth asked if we should state that the library has no control or responsibility if the platform removes any data from the site. Coen responded that this is out of our control so we would deal with potential requests for information for those posts on that on a case by case basis. Booth asked if there should be a statement about posts related to behavior that is prohibited in the Patron Conduct Policy. Coen will add a statement to this effect.

*Elaine Carmichael arrived at 6:33pm*

**b. Review of Bloodborne Pathogen Policy**

**Discussion:** Coen noted that this is a legally required policy and most of it is spelled out by the law. Coen added procedure into the policy to provide clarity for staff. Fichtel will give grammar feedback to Coen for changes.

**c. Review of Identity Protection Policy**

**Discussion:** Coen noted that the legal guidelines are very specific on what needs to be in the policy, so there are no suggested changes.

**d. Discussion of next meeting date**

**Discussion:** Coen is proposing we do not have a Policy committee in July and reconvene in October. Policies under review: Confidentiality of Patron Records, Digital Sign Policy and Guidelines, Meeting Room Use, and Public Use of the Internet.

**6. Adjournment**

**Motion:** Martens moved to adjourn at 6:48pm, Parikh seconded.

**All in favor**

**Motion passed**

**Respectfully submitted**

**Brittany Smith on behalf of Secretary Annie Delano**