



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 APRIL 16, 2019

1. Call to Order

The meeting was called to order at 6.00pm by Committee Chair Heather Booth on Tuesday, April 16, 2019 at the Westmont Public Library.

2. Roll Call

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

Absent: Trustee Elaine Carmichael (*arrived at 6:05pm*)

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

3. Pledge of Allegiance

4. Open Forum: None

5. New Business

a. Review of the Interlibrary Loan Service Policy

Discussion: Coen reported that Brittany and Marcy reviewed the policy and had no recommended changes to the policy.

b. Review of the Makery Collection Policy

Discussion: Coen explained that the Makery committee will be providing open hours for the Makery space starting this summer. This policy sets rules for services offered in that space. Booth suggested changing the name of this policy to Makery Services Policy and removing the word collection throughout the policy. It will be brought the Board in May.

c. Review of the Photography and Recordings Policy

Discussion: Coen explained that this is a new policy to set guidelines for patrons and staff who take photos/recordings in the library as well as guidelines for accessing security camera footage. Martens suggested striking the first sentence under Photography and Recordings by library staff. Booth suggested the policy state that access to recordings will *only* be available to staff on the Person-in-Charge list.

d. Discussion of the next Policy Committee meeting date

Discussion: Coen explained that we are up-to-date on our policy review and suggests we meet again in September. The committee agreed.

6. Adjournment

Motion: Martens moved to adjourn at 6:37pm, Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,
Theresa Barry on behalf of Secretary Annie Delano
Westmont Public Library Board of Trustees