



## 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 BYLAWS AND POLICY COMMITTEE MEETING NOVEMBER 19, 2019

#### 1) Call to Order

The meeting was called to order at 6:32 p.m. by Committee Chair Heather Booth on Tuesday, November 19, 2019 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Committee Chair Heather Booth, Trustee Elaine Carmichael, Board Secretary Annie Delano, and Board Vice President John Martens

**Also Present:** Board President Fichtel

**Absent:** none

**Staff present:** Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Open Forum: None

#### 5) New Business:

##### a. Review and recommend the Drug Free Workplace Policy in the Personnel Handbook

**Discussion:** Policy changes are proposed to reflect the legalization of recreational cannabis in Illinois on January 1, 2020. Proposed changes are from HR Source's sample policy. The new policy states that Library employees cannot be under the influence of cannabis while at work. There was discussion of the section that says: "No employee shall be under the influence of alcohol while on library premises or while performing library business off premises. A moderate amount of alcohol may be consumed at approved events where the employee is representing the library provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment." Coen will provide guidelines to staff with examples of occasions where moderate alcohol consumption is permissible. There was also discussion about the following statement under the "legal drugs" section: "Employees should not, however, disclose underlying medical conditions unless specifically directed to so." Coen will revise this sentence to clarify the meaning and bring to Board again in December.

##### b. Review and recommend the Disposal of Surplus Property Policy

This item was tabled.

##### c. Review and recommend the Exhibits and Displays Policy

This item was tabled.

**d. Discussion of the next Policy Committee meeting review**

The next committee meeting is in February 2020. The Exhibits and Displays Policy and Social Media Policy will be on that agenda since there was not adequate time to review these this evening. The Collection Development Policy and Reference Services Policy will also be on that agenda. The February committee meeting may start earlier so there is time to review all policies.

**6) Adjournment:**

**Motion:** Delano moved to adjourn at 7:03 p.m., Carmicheal seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

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