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MINUTES OF THE BYLAWS AND POLICY COMMITTEE MEETING

APRIL 20, 2021

1) Call to Order

The meeting was called to order at 6:31p.m. by Committee Chair Heather Booth on Tuesday, April 20, 2021 via video conference as authorized by Illinois Governor Pritzker Executive Order. We have determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. This virtual meeting is open to all and is also being recorded.

2) Roll Call

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

Also Present: Board President Fichtel

Absent: Board Secretary Annie Delano

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 Public Use of the Internet Policy

Discussion: Coen shared that staff reviewed the policy and have no recommended changes. The ILA recommends reviewing this policy annually, and it was most recently updated in February 2019. Carmichael asked how the policy has been working. Coen responded that there have been no observed problems.

b. Review and recommend the *Code of Ethics of the American Library Association*

Discussion: Coen stated that agenda item 5.b. and 5.c. have not been reviewed in the recent past and asked the Committee to decide if they would like to treat these documents as policy and recommend that the Board approve them, or to not treat them as policy and just ask that the Board review them and state that they are documents that the Board agrees with and will uphold the standards contained in them. Booth asked if staff reviews these document as a part of the on-boarding process. Coen responded that staff do not review these, but that it could be added to the on-boarding process; in addition, the documents can be added to a future Board agenda for review. Carmichael clarified that these documents are created by the ALA and are ALA recommendation. The Committee members concurred that they recommend that Board review the documents but to not treat them as policy. Fichtel asked if the *Public Library Trustee Ethics Statements* has been reviewed recently. Coen stated she has been unable to find the date of the last review but does not think it has been in the recent past.

c. Review and recommend the *Public Library Trustee Ethics Statements* provided by United for Libraries, a division of the American Library Association

Discussion: This item was discussed at the same time as agenda item 5.b., see that agenda item for minutes of the discussion.

d. Discussion of the next Policy Committee meeting review

Discussion: Next scheduled committee meeting will be September 21, 2021, with the plan to review the Bloodborne Pathogen Policy, Travel Reimbursement Policy, and The Makery Collection Policy.

6) Adjournment:

Motion: Carmichael moved to adjourn at 6:46p.m., Martens seconded.

Vote:

Ayes: Carmichael, Martens, and Booth -- 3

Nays: 0

Absent: Delano

Motion passed

Respectfully submitted,

Julie Olsen

Westmont Public Library Administrative Assistant

on behalf of Annie Delano, Westmont Public Library Board of Trustees, Secretary