



WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE BYLAWS AND POLICY COMMITTEE MEETING JANUARY 18, 2022

1) Call to Order

The meeting was called to order at 6:30p.m. by Committee Chair Heather Booth on Tuesday, January 18, 2022 via video conference as permitted under Public Act (P.A.) 101-0640. This virtual meeting is open to all and is also being recorded. . The Board President has determined that an in person meeting is not practical or prudent because of the public health disaster declaration in Illinois. In accordance with OMA Guidelines, some staff are present at the Library in case members of the public want to attend in person. This virtual meeting is open to all to the public via an online live platform and the recording will be posted on the website. All votes at this meeting will be roll call votes.

2) Roll Call

Present: Committee Chair Heather Booth, Board Vice President Elaine Carmichael, Trustee Joanne O'Malley, and Trustee Beth Krotiak

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:** Booth encouraged the new members of the committee to ask questions and to engage in conversation regarding the policies reviewed.

5) New Business:

a. Review and recommend the Confidentiality of Patron Records Policy

Discussion: Director Coen has no recommended changes to the policy. The policy was created in accordance with the current law and there have been no changes to the law since the most recent review of the policy. O'Malley asked if patrons are notified if a request for their records has been made by law enforcement. Coen responded that no, the patron is not notified and in the one instance when a request had been made, she involved the Library's attorney to be sure that the all relevant laws were complied with. Krotiak asked if the policy worked in that one instance when a request was made. Coen responded that yes, it did.

b. Review and recommend the Social Media Policy

Discussion: Director Coen has no suggested changes. Booth suggested modifying the third sentence of the paragraph under the Public Comment Policy to include "or report" so that it says, "the Westmont Public Library reserves the right to monitor content on all its social media sites and accounts, and to modify, remove, or report any content that it deems, in its sole discretion, to be prohibited content based on the criteria." Fichtel suggested having the language be more specific to indicate to whom the report would be made. The committee agreed to recommend the addition of the language "or report to the appropriate authority." Krotiak asked which social media sites the Library has content on that this policy would apply

to. Coen responded that the primary ones are Facebook, twitter, and Instagram. Smith added that we also have a presence on YouTube and LinkedIn. Coen also stated that this policy is posted on the social media sites that allow policy postings. Krotiak asked how we would preserve documentation of a comments if it was removed according to policy guidelines. Coen replied that the most likely way to preserve would be to take a screenshot of the comment.

c. Review and recommend the Meeting Room Use Policy

Discussion: Booth confirmed that the policy is only for the meeting rooms, Kwasek & Community, not the study rooms. O'Malley asked if the guidelines should include language regarding compliance with rules in response to a public health emergency. The committee recommended adding to the guidelines as the third bullet point with the same language that was added to the Library Use and Conduct Policy: "compliance with reasonable rules that are enacted to secure the health and safety of staff and patrons."

d. Discussion of the next Policy Committee meeting review

Discussion: The committee agreed to review the Outdoor Digital Sign, Identity Protection, Volunteer and Community Service Policies at the next Policy Committee meeting.

6) Adjournment:

Motion: Carmichael moved to adjourn at 6:57p.m., Krotiak seconded.

Vote:

Ayes: Carmichael, Krotiak, O'Malley, and Booth -- 4

Nays: 0

Absent: none

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary