



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE POLICY COMMITTEE MEETING

APRIL 18, 2023

1) Call to Order

The meeting was called to order at 6:30 p.m. by Policy Committee Chairperson Heather Booth on Tuesday, April 18, 2023 at the Westmont Public Library.

2) Roll Call

Present: Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Beth Krotiak, Trustee Joanne O'Malley

Also Present: President Jason Fichtel and Assistant Village Manager Spencer Parker

Absent:

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan

3) Pledge of Allegiance

4) Open Forum:

a. **Public:** None

b. **Board:** None

c. **Director:** None

d. **Staff:** None

5) New Business

a. Review the Borrower Registration Policy

Discussion: Coen stated that there were not a lot of suggested edits to the Borrower Registration Policy. The policy for issuing cards to those under 18 has been reworded to address financial responsibility and parental permission to get a card. Krotiak asked where non-residents can obtain a card. Coen explained that the Library card must be from the Library that is geographically closest to the patron's home or one that includes the school district where they pay taxes. Krotiak suggested a wording change of "his/her" to "their" as was done in other policies. Booth asked Coen if the Library ever did off-site Library card drives. Coen replied that Library staff have attended community and school events to offer this service using our mobile software. Coen noted that this isn't used often now that patrons can request cards online. The Library card is mailed to their home and is a confirmation of residency.

b. Review the Reference Services Policy

Discussion: Coen stated that Kristi and Natalie, managers of Youth and Adult Services, reviewed this policy. Coen stated that the policy was changed to reflect that all qualified staff provide reference services. A definition of "reference" was also added to the policy. Krotiak asked what a typical reference request might look like. Coen replied that reference

requests run the spectrum and can be about anything. Booth asked if the Library gets a lot of questions regarding historical properties. Coen replied the Library does get a lot of these requests about local history and that the digitization of the newspapers has helped provide online resources for these types of questions. Krotiak asked about the new language in the purpose statement - "in anticipation of need". Coen replied that staff pulls resources based on seasons or current events. Examples include tax season, celebrity deaths, and community events.

c. Discussion of the next Policy Committee meeting reviews

The next meeting of the Policy Committee will be held in September 2023. Suggested policies to review include the Public Use of the Internet Policy, Disposal of Library Surplus, Exhibits and Displays Policy. Krotiak asked about some of our finance policies. Coen stated that the finance committee will review finance policies.

6) Adjournment:

Motion: Carmichael moved to adjourn at 6:31 p.m., Krotiak seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary