



## 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 16, 2024

#### 1) Call to Order

The meeting was called to order at 6:32 p.m. by Policy Committee Chairperson Heather Booth on Tuesday, April 16, 2024 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

**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 and recommend the Public Comment Policy

**Discussion:** Coen noted that she reviewed other public comments policies including the Village's policy. The current policy is comprehensive and suggested edits are reflective of other statements included in other policies. Fichtel asked if any of the reviewed policies have a clause to recess per Robert's Rules of Order if necessary. Coen responded that you can do that if a break is necessary. The committee discussed an overall time limit of 1 hour for regular meetings and 15 minutes for committee meetings in order to allow the committee and Board to conduct necessary business. Carmichael noted that the public can also speak when the Board is discussing specific agenda items in addition to speaking during public comment.

##### b. Review and recommend the Bylaws of the Westmont Public Library

**Discussion:** Coen noted that suggested edits include updates to the fiscal year, wording changes due to the style guide, adding a deadline for trustee agenda item requests, and minor changes to role descriptions of officers and committees. In addition, the reference to "ordinances" was changed to "resolutions" since the Board can only pass resolutions.

Krotiak suggested that the agenda item "Bills and Salaries" be changed to "Bills & Vendors" and that agenda item "Additions & Deletions" be changed to "Additions & Deletions to Bills & Vendors."

**c. Discussion of the next Policy Committee meeting agenda**

The next meeting of the Policy Committee will be held in October and will include review of the FOIA Policy and Ethics Statements Policy.

**6) Adjournment**

**Motion:** Krotiak moved to adjourn at 7:04 p.m, O'Malley seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

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