



WESTMONT PUBLIC LIBRARY

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Providing the community with the keys to lifelong learning.

MINUTES OF THE POLICY COMMITTEE MEETING

FEBRUARY 18, 2025

1) Call to Order

The meeting was called to order at 6:00 p.m. by Secretary Heather Booth on Tuesday, February 18, at the Westmont Public Library.

2) Roll Call

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

Also Present: President Jason Fichtel

Absent: Trustee Beth Krotiak

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 Reservable Room Policy

Discussion: Coen noted that this is a major re-write. There is also a proposed name change because it includes the study rooms. Our attorney reviewed the draft policy and Coen shared his suggested revisions with the committee. The committee discussed those revisions and agreed to those changes. Booth suggested that the first bullet point read that the meeting room participants must adhere to the Library Use and Conduct Policy, and all other applicable laws.

Trustee Krotiak arrived at 6:10 p.m.

Coen noted that this policy now covers the study rooms. Time limits are not placed on meeting rooms or study rooms in the policy. Coen wanted to keep the flexibility for the staff to change those limits based on demand. Currently study rooms are limited to 2 hour reservations and meeting room reservations average 4 hours. Coen noted that the policy includes a statement that a reservation will be cancelled if the person who made the reservation does not show up within fifteen minutes of the reservation time.

Liability Endorsement and Compliance has some slight wording changes. Krotiak asked about the falsifying identification section. Coen noted that we want the cardholder in attendance at the meeting. A resident should not be making a meeting room reservation for a non-resident.

The committee discussed circumstances when a meeting room reservation may be canceled. Coen noted that disruption to library operations is a stated reason for cancellation per the policy but the attorney would almost always be consulted before a meeting room reservation was cancelled.

Seisser noted that staff have had access to the draft and are ready to implement the new policy once approved by the Board.

b. Review and recommend the Bloodborne Pathogen Policy

Discussion: Coen noted that there were only a few word changes proposed. Carmichael asked about the use of the singular “they”. Coen noted that this change is part of the Library’s style guide. Booth noted that this is also included in the Chicago Manual of Style.

c. Review and recommend the Generative Artificial Intelligence (AI) Policy

Discussion: Coen noted that this is a brand new policy. HR Source has provided a number of webinars about this topic and Coen researched AI policies from other libraries. The point of the policy is to give staff guidelines about how to use AI in the workplace. Booth noted the environmental impact and the limited creative abilities, which was added to the draft. Booth also recommended the policy include a statement about staff not using AI to communicate directly with patrons. Krotiak suggested that “employer’s” be changed to the “library’s” policies.

d. Review and recommend the Confidentiality of Patron Records Policy

Discussion: Coen noted that there have been no changes to the law. No one on the committee had any additional changes.

e. Discussion of the next policy committee meeting agenda

Discussion:

The May 2025 agenda will include discussion of the Social Media Policy, FOIA Policy, and the Code of Ethics Statements.

6) Adjournment:

Motion: O’Malley moved to adjourn at 6:48 p.m., Carmichael seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary