



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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MINUTES OF THE POLICY COMMITTEE MEETING

May 20, 2025

1) Call to Order

The meeting was called to order at 6:01 p.m. by Secretary Heather Booth on Tuesday, May 20, at the Westmont Public Library.

2) Roll Call

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

Also Present: President Jason Fichtel

Absent: Trustee

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 Social Media Policy

Discussion: Coen noted that the recommended policy is shorter since the current policy addresses issues already covered in other policies. Each of the bullet points about prohibited posts reflects similar prohibited behavior in our conduct policy. Instead of repeating the FOIA information already covered in the FOIA policy, it was replaced with disclaimers. Library posts are subject to record retention.

Fichtel arrived at 6:09 p.m.

Krotiak asked that if we haven't deleted posts in the past, do we still have the right to delete user's comments that violate policy. Coen said yes. The policy also mentions that the platforms have their own posting guidelines and may delete comments on our posts. Public comment is not the Library's responsibility to retain for record retention purposes. We are currently posting to Facebook, YouTube, Instagram, and TikTok for Teens.

b. Review and recommend the Freedom of Information Act (FOIA) Policy

Discussion: Coen noted that there were not a lot of suggested changes. If there are any changes to the law, then we would follow that law. Krotiak asked if we could spell out FOIA (Freedom of information Act) in the title. Krotiak asked about the response time, and Coen noted it is 5 business days to respond and you can request an extension for an additional 5 business days.

c. Discuss the Code of Ethics of the American Library Association

Discussion: Coen noted that this is on the agenda for discussion purposes. The code of ethics seems to apply to employees and not trustees. Booth recommends we read through the list and possibly adopt them into bylaws. Fichtel suggested that staff look through the ALA Code of Ethics and decide if this is something that the Library should adopt. Coen said she could bring the Code of Ethics to staff at the September In-Service. Seisser suggested that she could include this in the onboarding packet for new employees.

d. Discuss the Public Library Trustee Ethics Statement

Discussion: Coen noted that this ethics statement has been around for some time (2012) and some libraries give a copy to new trustees. Coen suggested that this item can be brought up formally at an upcoming regular meeting to be voted on. Coen noted she could add the Trustee Ethics Statement to the Trustee Orientation packet. The committee agreed it could be added to the trustee page on the website once approved.

e. Discussion of the next policy committee meeting agenda

Discussion: The October 2025 agenda will include discussion of the Photography and Recordings Policy, Identity Protection Policy, and Library Use and Conduct Policy

6) Adjournment:

Motion: Carmichael moved to adjourn at 6:40 p.m., Krotiak seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary