

**Minutes of Policy Committee
September 20, 2021**

Call to order

Meeting called to order at 9:30am.

Trustees present: Katherine Walker, John Cox, Craig Albaugh. Walter Johnson was excused

Others present: Jenna Diedrich, Library Director

Public Comments

None

Cox address the committee regarding his goals for the committee. Cox identified the need to revise the Bylaws in full and to try and accomplish this by the end of the calendar year.

Cox reminded the committee of four statutes to be familiar with: Public Library District Act of 1991; Public Funds Investment Act; Illinois Open Meetings Act; and Freedom of Information Act. It is also important to be knowledgeable of the Employee handbook and the Bylaws. All library policies are available on the website and the library issued iPads.

Approval of February 9, 2021 Minutes

Walker moved to approve the February 9, 2021 Minutes. Cox seconded.

Vote: Walker – aye, Cox – aye

Motion passed.

FOIA Policy

Diedrich identified the changes in the FOIA Policy: the budget amount for FY 2022 and the current board roster. When the board appoints a seventh member at September 21, 2021 Emergency Meeting, Diedrich will update the board roster again and present the finished FOIA policy at the next regular board meeting.

Cox inquired why there was not an update to the FOIA Policy for FY 2021. Diedrich stated it would have occurred during her parental leave. Upon return, it was never brought to Policy Committee.

Walker motions to forward the FOIA Policy to the full board at the next board meeting. Cox seconded.

Vote: Walker – aye, Cox-aye

Motion passed.

Circulation Policy

Diedrich identified the changes in the Circulation Policy. A majority of the information stays the same – just organized and formatted differently. Because the board passed Resolution #22-01 at the September meeting, language regarding fines was changed to being fine free.

Three User Agreements were added, mirroring the user agreements already included in the policy. The User Agreements are for the Photography Light Kit, Green Screen Kit, and the Angler LED Port-O-Cube Kit. Although all materials are fine free, the User Agreements do state a \$5 fee will be placed on the cardholder's account who returns the kits to the outside drop box. The kits must be returned inside as to not damage them. User Agreements all have replacement costs.

A Fine Free FAQ will also be added to the Circulation Policy as Appendix A. This will cover a variety of frequently asked questions regarding the library's fine free status. Diedrich noticed many libraries had this information available to their patrons after going fine free.

Cox noticed a few spelling errors in the new Circulation Policy. Diedrich will update and present the final draft at the next board meeting.

Walker motioned to forward the Circulation Policy to the full board with the recommendation of the Policy Committee subject to the drafting changes provided by Diedrich. Cox seconded.

Vote: Walker – aye, Cox-aye.

Motion passed.

Policies into one Document

Diedrich provided an example from Northbrook Public Library and how all their library policies are pooled together in one document. Cox believed this is not something the board needs to vote on but can be left up to Diedrich, as it is purely an organizational change.

Bylaws

Discussion of Bylaw revisions began by looking at Article I. Because no changes were prepared for the committee, it was decided that the Bylaws would have to wait until the next meeting. The committee members will focus on the first three articles (Article I, Article II, and Article III). They will submit their changes to Diedrich who will then compile suggested changes and disseminate to the whole committee. Each Policy meeting will focus on three articles, as there are nine total.

Discussion was had on the placement of the Bylaws on the library's website. Cox wished there to be more prominent placing of the Bylaws as their current place is difficult to find. Diedrich explained the Bylaws are currently available on both the Board of Trustee page and the Library Policy page. Walker found this to be sufficient. Cox and Albaugh would like to see the Bylaws have its page on the "About Us" dropdown menu. Diedrich looked on other library websites and found Bylaws located within the Board of Trustee information. Discussion will continue on this matter at the next committee meeting.

Discussion on what group the Bylaws govern. Diedrich and Walker said the Bylaws govern the Board of Trustees whereas Cox and Albaugh find the Bylaws to govern the library organization as a whole. Investigation on this matter will commence and more information brought to the next committee meeting.

Items for Next Agenda

Discussion of possible changes to Articles I, II, and III of the Bylaws

Adjournment

Adjournment at 10:46am