

**Policy Committee Minutes  
September 28, 2021**

**Call to order**

Meeting called to order by John Cox at 12:00pm

Trustees Present: Walter Johnson, Katherine Walker, John Cox  
Also present: Jenna Diedrich, Library Director

**Public Comments**

None

**Approval of September 20, 2021 Minutes**

Walker motioned to approve the September 20, 2021 minutes. Johnson seconded.

Vote: Johnson -aye, Walker-aye, Cox-aye

Motion passed.

**Discussion on Amending Bylaws**

Walker and Cox presented their recommended revisions to Articles I, II, and III of the Bylaws.

Article I: No changes

Article II

*Section 1:*

“Newly elected trustees take office on the second Monday **on** the month” ought to be changed to “Newly elected trustees take office on the second Monday **of** the month”

Johnson motioned to recommend the change of the word “on” to “of” in Article II, Section 1, paragraph two, sentence two. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

Walker motions to discuss formatting the bylaws to conform the bylaws to the Illinois State Library’s sample of bylaws published in the Illinois Public Library Trustee Manual. Johnson seconded.

Discussion: Cox inquires the committee how they would like to tackle the project. The committee would continue looking over the changes that Walker and Cox brought to today’s committee meeting. No document would be presented at the October regular meeting. Instead, these changes would be included in the new format. Report to the board that the bylaw revisions are a work in progress with the goal of presentation at the November meeting.

Vote: Johnson – aye, Walker-aye, Cox-aye

Motion passed.

*Section 2:*

Paragraph one: “(iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon **him or her** by the Act” ought to be changed to “(iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon **them** by the Act”

Paragraph two: After the first sentence, the following sentence ought to be added, “Any board member who is unable to attend a meeting shall contact the Library Director or Board President to be excused.” This sentence ought to be moved from Article III, section 3.

Paragraph two: “Attendance at meetings via **telephone conferencing** shall not constitute an absence” ought to be changed to “Attendance at meetings via **electronic means** shall not constitute an absence”

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

### Article III

#### *Section 1:*

Paragraph one: “The board shall call not fewer than 5 regular meetings each fiscal year. Each year, the board by ordinance shall specify the time, place, and date of the regular meetings. Special meetings may be called by the president or the secretary or by any 4 trustees. All meetings shall comply with the Illinois Open Meetings Act. ~~The regular meeting of the Board shall be on the second Monday of each month usually at 6:30 pm.~~ All regular ~~The meetings shall~~ **may** be held at the Galena Public Library building, 601 S. Bench Street, Galena, Illinois.”

Johnson motioned to approve the changes as stated. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### *Section 2:*

Special meetings ~~may shall~~ be held at any time when called by the president or secretary or by any **four (4) three** trustees of the Board, provided that the notice and the agenda of the special meeting is posted at the library and on the library’s website at least 48 hours in advance of such special meeting, except in the case of a bona fide emergency. No business except as stated in the notice and agenda for the special meeting shall be transacted at said meeting. **All special meetings may be held at the Galena Public Library building, 601 S. Bench Street, Galena, Illinois unless otherwise published by the Board of Trustees.**

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### *Section 4:*

Order of Business for Regular meetings:

1. Call to order, roll call
2. **Approval of Agenda**
3. Citizen comments
4. Consent Agenda
  - a. Approval of minutes of prior meeting
  - b. Approval of bills paid/payable
5. Financial Report
6. Treasurer’s Report
7. **Friend’s Report**
8. Library Director’s report ~~(change in sequence)~~

9. Board President's Report (~~added as suggested~~)
10. Committee Reports
- ~~11. Strategic Plan~~
- ~~12. Friends Report~~
13. Unfinished Business
14. New Business
15. Motions, resolutions, Ordinances
16. ~~Executive (Closed) Session (if applicable)~~
17. Items for Next Agenda
18. Announcements (~~announcement of date, time, and place of next meeting~~)
19. Adjournment

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### *Section 6*

Heading: "Section 6 – Telephone, video or audio conferencing" ought to be changed to "Section 6 – Meetings via Electronic Means"

Paragraph one: "The use of telephone , video or audio conferencing for meeting attendance..." ought to be changed to "The use of electronic means for meeting attendance..."

Subsection A: "...shall be in compliance with the Open Meetings Act" ought to be changed to "...shall be in compliance with the Illinois Open Meetings Act"

Johnson motioned to approve the changes as stated. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### **Items for Next Agenda**

Bylaws Article IV through Article IX

Cox suggests adding an article regarding Conflicts of Interests

#### **Adjournment**

Adjournment at 1:01pm

Respectfully submitted,

Jenna Diedrich  
Library Director