

Policy Committee Minutes

September 21, 2023

Call to order, roll call

Walker called the meeting to order 11:00am.

Roll call: Vanderpool - present, Sprengelmeyer-present, Walker-present. Also present Jenna Diedrich

Public Comments

None

Approval of April 21, 2023 minutes

Sprengelmeyer moved to approve the April 21, 2023 minutes. Walker seconded. Motion passed unanimously.

Social Media Policy

Under Comment and Terms of Use, number three, ought to be changed from “Threats to any individual or organization;” to “Threats to any individual, group, or organization.” In the third paragraph of this section, the sentence “The Library reserves the right to deny access to Library social media sites for any individual who violates the Library’s social media policy, at any time and without prior notice” will be changed to “The Library reserves the right to deny access to Library social media sites at any time and without prior notice for any individual who violates the Library’s social media policy.”

Discussion was had about the public availability of library policies. Walker suggested having the social media policy be available on the library’s social media sites. Diedrich informed the committee that all library policies are available on the library website and a physical copy is available at the library. For consistency across all library policies, it was determined this practice be continued.

Sprengelmeyer moved to recommend the Social Media Policy with revisions to the board for approval. Vanderpool seconded. Motion passed unanimously.

Circulation Policy

Under Circulation of Material, in the Loan Periods section, Vanderpool inquired whether the term “special collections” be defined. The term special collections includes materials that are outside the typical library materials, such as books, DVDs, CDs, etc. Discussion determined that the Circulation Policy was not the place for a definition. Diedrich informed the committee that the

library does share with patrons what is included in the library's special collections. Due to the ever changing materials, it is better to leave it vague so the policy does not need constant revising.

Discussion was had on removing all of the individual user agreements. When obtaining a library card, the library card holder is accepting responsibility for all items that they check out. Having individual use agreements is redundant. Sprengelmeyer pointed out that those agreements may also create a barrier to patrons using them. Being presented with the cost of and components may deter people from using the items. Diedrich informed the committee that upon checkout and check in, the ILS informs the staff member what all should be included. For example, the hotspot should have the hotspot, cord, charging cube, and pamphlets. If not all of those are present, staff can take the proper steps to charge a patron for the missing/damaged/lost item. The committee agreed to the removal of all user agreements.

Discussion was had on the removal of the wireless hotspot policy. The biggest piece of this policy is the age requirement. The current policy states users must be 18 to check out the hotspots. Vanderpool highlighted this creates a barrier for students to check them out to use for homework purposes. If the library does not put age limitations on other materials, then we should not have an age limitation on the hotspots. The committee agreed to the removal of this policy.

Vanderpool moved to recommend the revisions to the Circulation Policy to the board for approval. Sprengelmeyer seconded. Motion passed unanimously.

Bylaws

The committee reviewed the changes to Articles I thru III. Diedrich gave background to new committee members that the Bylaws are being revised to be more in line with what the State suggests. This was a project started under a former Policy Chair.

In Article I, first paragraph, last sentence, "The address of the library shall be 601 S. Bench Street, Galena, IL 61036." Diedrich stated this sentence was one she had seen in other Bylaws. The committee felt it was unnecessary.

In Article II, Section 1, discussion was had regarding the oath of office on the third Monday, when the board currently meets on the second Monday. The statute sets when newly elected officers may take office, which is the third Monday of the month following the election. For the library this falls on the third Monday in May.

In Article III, Section 1, discussion was had on office limits. The library does not currently have office limits, meaning that the same Trustee may be Board President for multiple terms in a row. The committee found it important to include the office limits.

In Article III, Section 3.A, the duties of the Board President. Sprengelmeyer requested the duties include the Board President's role in agenda creation. Before the last sentence, the committee suggests adding "The Board President must approve Board meeting agendas prior to public posting." Discussion was had if the Board President is unavailable, would this sentence not allow the agenda to be posted. The Vice President's duties cover this scenario in that they assume all duties of the president if they are unable to act."

Due to time constraints, the committee decided they will continue the review of the Bylaws at a second meeting.

Items for next agenda

Continue review of draft bylaws.

The committee scheduled the next meeting for October 12th at 11am in the Historical Room.

Walker adjourned the meeting at 11:59 am

Respectfully submitted,
Jenna Diedrich
Library Director