

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
POLICY COMMITTEE
MEETING MINUTES
MONDAY, JANUARY 19, 2105
GROUP STUDY ROOM-SECOND FLOOR**

CALL TO ORDER: The meeting was called to order at 1:02 p.m. by Frank Fokta

ROLL CALL:

Committee Members Present: Frank Fokta, Chairman, Corrine Jakacki-Dattomo, Patricia Weninger

Ex-officio: Nancy Conradt

Staff Present: Benjamin R. Weseloh, Maureen Bajor

MINUTES: Minutes of the October 20, 2014 meeting were approved

PUBLIC COMMENT: None

ADDITIONS/DELETIONS: None

UNFINISHED BUSINESS:

- a) The Emergency Procedures Manual was reviewed. The document is being recommended to the full board for approval. It will be brought back to the committee with the Disaster Plan at the next policy meeting. The emergency information in both plans will be compared.

NEW BUSINESS:

- a) Service to Patrons with Disabilities was reviewed and will be recommended to the board for approval.
- b) Display or Distribution of Notices, Pamphlets or other printed material policy will be recommended to the board for approval.
- c) Exhibits, Displays, and Artwork policy was reviewed and will be recommended to the board. The Library Director will have final approval of any display or exhibits for which questions arise concerning acceptable criteria.
- d) Sale or Disposition of Surplus Library Property was reviewed and will be recommended to the board for approval.
- e) Policy Audit and Review Procedures was reviewed and will be recommended to the board for approval.
- f) Discussion took place regarding the Personnel Policy Handbook. The committee decided that the document should be reviewed by our HR Service through Sikich. They will review and make recommendations for updating any areas where employment laws have been added or changed.
- g) An Information Technology Librarian job description was reviewed. Library services are shifting to emphasis on technology and this position will be recommended to the board for approval.

RECOMMENDATIONS:

The policy committee recommends that the following to the January 26, 2015 board meeting:

1. Service to Patrons with Disabilities
2. Display or Distribution of Notices, Pamphlets or other Printed Material
3. Exhibits,

ADJOURNMENT: The meeting was adjourned at 1:49 p.m.

Maureen Bajor, Recording Secretary