



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
Policy Meeting
November 15, 2018
6:00 p.m. – 7:30 p.m.
Conference Room

MINUTES

1. **Call to Order** **Frank Fokta, Chairman**
The meeting was called to order at 6:03 p.m.
2. **Roll Call**
*Frank Fokta, Pat Weninger, David Reynolds, Sr., Nancy Conradt (Ex Officio)
Benjamin Weseloh, Library Director*
3. **Approval of the Minutes of September 13, 2018** **ATTACHMENT**
The minutes were moved by David, Seconded by Pat. Approval was unanimous by voice vote.
4. **Recognition of the Public**
No public present.
5. **Public Comment (Limited to 3 minutes)**
No public comment was made.
6. **Agenda – Additions / Deletions**
There were no additions or deletions to the agenda.
7. **Unfinished Business**
There is no unfinished business.
8. **New Business**
 - A) **Meeting Room Policy** **ATTACHMENT**
NC recommended the policy go to the Board with the changes suggested: 1) Line 82 includes the word “or vaping” following “smoking”; 2) the word “Attachment” will replace “Addendum” on page 6 (the application for use of meeting room) and anywhere else mentioned throughout the document as “addendum”. Frank noted that he would like library staff to develop a process for covering partnerships and then update the policy when ready. The motion to recommend the policy as amended was made by Pat Weninger and seconded by David Reynolds, Sr. The vote for yes included Nancy Conradt, Pat Weninger, and David Reynolds, Sr. The vote for no included Frank Fokta.
 - B) **Study Room Policy** **ATTACHMENT**
Following discussion, it was determined that the word “attachment” will replace the word “addendum” throughout the document. Motion to recommend as amended was made by Nancy Conradt and seconded by Pat Weninger. The votes for yes included Nancy Conradt, Pat Weninger, and David Reynolds, Sr. The votes for no included Frank Fokta.
 - C) **Reference Policy** **ATTACHMENT**
The word “and” was added in line 14 between “library” and “through”. The motion to approve the policy as amended was made by Nancy Conradt and seconded by David Reynolds, Sr. The vote to recommend the policy as amended was unanimous.

- D) Internet, Electronic Information Network, and Digital Services **ATTACHMENT**
A change was made in line 93 to replace "library's" with "staff members'" with regard to discretion in printing 3-D objects. Pat Weninger moved to approve the policy as amended, seconded by Nancy Conradt. The vote to recommend the policy as amended was unanimous.
- E) Emergency Situations Procedure Manual **ATTACHMENT**
Many changes were made to the Emergency Situations Procedure Manual, mostly grammatical, updates to companies and contact information, and clarifying wording. The policy was moved for approval as amended by Pat Weninger and seconded by Nancy Conradt. The vote to recommend the policy as amended was unanimous.
- F) Disaster Plan **DISCUSSION**
The Disaster Plan will be brought to the April meeting, at which time Ben believes it will be completed. Frank emphasized that he would like the Disaster Plan to be completed.
- G) Investment of Public Funds **ATTACHMENT**
Discussion was had regarding the Investment of Public Funds policy. The committee determined that lines 13-17 needed clarification to state that the Treasurer and Library Director as designee would be carrying out the investment decisions determined by and voted on by the Library Board of Trustees. The motion to approve the amended policy was moved by Nancy Conradt and seconded by Pat Weninger. The vote to recommend the amended policy was unanimous.

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its November 26, 2018 meeting:

- 1) *Meeting Room Policy as amended*
- 2) *Study Room Policy as amended*
- 3) *Reference Policy Statement as amended*
- 4) *Internet, Electronic Information Network, and Digital Services Policy as amended*
- 5) *The Emergency Situations Procedure Manual as amended*
- 6) *Investment of Public Funds as amended*

10. Adjournment

Frank Fokta, Chairman

The meeting was adjourned by Frank Fokta at 7:36 p.m.

Committee: Fokta, Reynolds, Weninger; Ex Officio: Conradt