WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
Policy Meeting
January 16, 2020
6:00 p.m. – 7:30 p.m.
Program Room

MINUTES

1.   Call to Order   **Frank Fokta, Chairman**

The meeting was called to order at 6:00 p.m.

2.   Roll Call

Present: David Reynolds, Sr.; Tom Tawney; Frank Fokta, Chair; Benjamin Weseloh, Library Director
Absent: Nancy Conradt, ex officio

3.   Approval of the Minutes of October 10, 2019   **ATTACHMENT**

The minutes were moved for approval by David Reynolds, Sr and seconded by Frank Fokta. Yes: David, Frank; No: None
Abstain: Tom

4.   Recognition of the Public

None

5.   Public Comment (Limited to 3 minutes)

None

6.   Agenda – Additions / Deletions

None

7.   Unfinished Business
        A) Personnel Policies Handbook   **ATTACHMENT**

*Tom moved to approve and David Seconded as amended with Ritzman Changes added. Tom recommended to change
section 4.1 personal appearance by replacing "company" logo to "library" logo. Ritzman changes: Change Village of
Palatine to West Chicago Public Library District's". Yes: Unanimous.*

8.   New Business
        A) Smoke Free Library   **ATTACHMENT**

Tom moved to accept the Smoke Free Library policy as presented. David Seconded. Yes: Unanimous.

B) Drug and Alcohol Free Library   **ATTACHMENT**

Tom moved to accept and David Seconded as presented. Yes: Unanimous.

C) Library Conduct   **ATTACHMENT**

Tom moved to accept and David Seconded as amended. Add the word "policy" after Library Conduct in the title. Yes: Unanimous.

D) Closed Session Policy   **ATTACHMENT**

Frank is still working on revising this procedure but feels we need a better policy. Ben will work on the policy and bring it to the next meeting.

9.   Recommendations

      A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its January 27, 2020 meeting:

1. *Personnel Policies Handbook*
2. *Smoke Free Library policy*
2. *Drug and Alcohol Free Library Policy*
3. *Library Conduct Policy*

10.   Adjournment   **Frank Fokta, Chairman**

Frank adjourned the meeting at 6:57 p.m.

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