

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
February 10, 2022

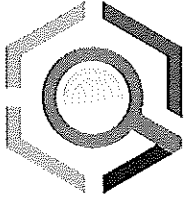
Main Program Room
6:00 p.m. – 7:30 p.m.

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

AGENDA

1. Call to Order Frank Fokta, Chairman
2. Roll Call
3. Approval of the Minutes:
 A) November 11, 2021 ATTACHMENT
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
 A) Emergency Situations Procedures and Disaster Response ATTACHMENT
 Manual
8. New Business
9. Recommendations
 A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its February 28, 2022 meeting:
10. Adjournment Frank Fokta, Chairman

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



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

Policy Meeting

November 11, 2021

Conference Room – Second Floor

6:00 p.m. – 7:30 p.m.

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MINUTES

1. Call to Order

Frank Fokta, Chairman

Frank Fokta called the meeting to order at 6:04 p.m.

2. Roll Call

Committee members present: Frank Fokta (Chair); Richard Bloom, Pat Weninger (electronically), Nancy Conradt (ex officio)

Committee members absent: None

Staff members present: Benjamin Weseloh (Library Director)

3. Approval of the Minutes:

A) October 19, 2021

ATTACHMENT

Nancy moved to approve the minutes as presented, seconded by Pat. During discussion, Richard had a correction in section 8A in line two of the paragraph to replace "work" with "word".

Nancy changed her motion to approve the minutes as amended, seconded by Pat. The vote to approve the minutes as amended was:

Yes: Bloom, Weninger, Conradt, Fokta

No: None

Abstain: None

The motion carried to approve the minutes of the October 19, 2021 policy meeting as amended.

4. Recognition of the Public

No members of the public were present.

5. Public Comment (Limited to 3 minutes)

No public comments were made.

6. Agenda – Additions / Deletions

There were no additions or deletions from the agenda.

7. Unfinished Business

A) Personal Auto Use While on Library Business Policy with Acknowledgement Form ATTACHMENT

Nancy moved to approve the policy as presented, seconded by Pat. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

B) Photography and Video Policy ATTACHMENT

Nancy moved to approve the policy as presented, seconded by Pat. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

C) Library Covid-19 Face Covering Policy ATTACHMENT

Nancy moved to approve the policy as presented, seconded by Pat. There was some discussion about lines 37-38 regarding implementation of the phases of the Restore Illinois Plan and taking the recommendation from the IDPH. The vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

8. New Business

A) Drug and Alcohol-Free Library Policy ATTACHMENT

Richard moved to approve the policy as presented, seconded by Pat. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

B) Fund Balance Policy

ATTACHMENT

Pat moved to approve the policy as presented, seconded by Richard. During discussion Richard recommended the removal of lines 64-74. Pat and Richard moved and seconded the amended motion and the vote to approve the policy for recommendation to the Board as amended was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

C) Investment of Public Funds

ATTACHMENT

Pat moved to approve the policy as presented, seconded by Richard. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

D) Reference Policy

ATTACHMENT

Richard moved to approve the policy as presented, seconded by Pat. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

E) Smoke Free Library Policy

ATTACHMENT

Pat moved to approve the policy as presented, seconded by Richard. There was no discussion and the vote to approve the policy for recommendation to the Board as presented was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the policy for recommendation to the Board at the November 22, 2022 Board Meeting.

F) Sick Leave Section of the Personnel Handbook

ATTACHMENT

Pat moved to approve the Sick Leave Section of the Personnel Handbook as presented, seconded by Richard. Discussion included a misspelling of the word "consecutive" on the second line of the recommended additional wording. The vote to approve the policy for recommendation to the Board as corrected was:

Yes: Bloom, Weninger, Fokta, Conradt

No: None

Abstain: None

The motion carried to approve the Sick Leave section of the Personnel Handbook for recommendation to the Board at the November 22, 2022 Board Meeting.

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its November 22, 2021 meeting:

- *Personal Auto Use While on Library Business Policy with Acknowledgement Form*
- *Photography and Video Policy*
- *Library Covid-19 Face Covering Policy*
- *Drug and Alcohol-Free Library Policy*
- *Fund Balance Policy*
- *Investment of Public Funds Policy*
- *Reference Policy*
- *Smoke-Free Library Policy*
- *Sick Leave Section of the Personnel Handbook*

10. Adjournment

Frank Fokta, Chairman

Frank Fokta adjourned the meeting at 7:01 p.m.

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