



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.

MINUTES

1. Call to Order

Frank Fokta, Chairman

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

2. Roll Call

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

Committee members absent: Nancy Conradt (ex officio)

Staff members present: Benjamin Weseloh (Library Director)

3. Approval of the Minutes:

A) November 11, 2021

ATTACHMENT

Richard moved to approve the minutes as presented, seconded by Pat. During discussion, Pat had a correction in section 8B (Fund Balance Policy): The second sentence should be corrected to read "Pat moved and Richard seconded...". There was no further discussion regarding the minutes and the vote to approve the minutes as amended was as follows:

Yes: Bloom, Weninger, Fokta

No: None

Abstain: None

The motion carried to approve the minutes of the November 11, 2021 policy meeting as amended.

4. Recognition of the Public

None

5. Public Comment (Limited to 3 minutes)

None

6. Agenda – Additions / Deletions

None

7. Unfinished Business

A) Emergency Situations Procedures and Disaster Response ATTACHMENT Manual

The Committee reviewed the Emergency Situations Procedures and Disaster Response Manual through section 6.3 (line 246). The following changes to the document were recommended:

Line 89: the end of the sentence should add “/disaster” after the word “emergency”

Line 97 (Emergency Phone Contacts Chart): Add “911” to the “Building and Equipment Damage”; insert a line below “Who to Call” that reads “The following contacts are listed in priority order” and then the contacts listed for each section should be numbered in order of importance; the “Library Director” should be added to the “Water/Electrical Emergency” section; the section “All Emergencies After Working Hours” should be eliminated

Line 98: The section 4 heading should be bolded

Line 120 (Section 5.2): Add the word “Locations” following “Main Utilities”; in addition, it was recommended to take photos of the locations, add descriptions, and identify the locations clearly wherever they are

Line 131: Strike the words “has/” and “only” and add a period following extinguishers; strike the word “which” and replace it with “These”

Line 132: Strike (e.g. wood, paper, cloth, rubber, plastic) and add a colon after the word “on” and bullet “Combustible Materials”

Line 133: Strike (e.g. alcohol, gasses, oil, ether, paint & stains) and bullet “Flammable Liquids”

Line 134: Strike (e.g. short circuits, overloaded outlets) and bullet “Electrical Equipment”

Line 137: Add a sentence that references to look at Attachment 4 (extinguishers need to be added) for a map of fire extinguisher locations

Lines 138-143: Add more specificity on the location of the fire extinguishers throughout the building

Line 144: Strike

Line 145: Renumber this line to “2.”

Line 146: Add “3. Overhead sprinkler system throughout the library”

Line 147: Add “(Elevator Pit and Boiler Room)” after the word “Systems”

Line 149: Strike the phrase “the cell phones of”

Lines 156-157: Strike

Line 165: Add a sentence to read “See Attachment 4 for NOAA Radio Locations

Line 176: Strike “One small” and replace with “A”

Line 178: Add a sentence to read “See Attachment 4 for First Aid Kit locations

Lines 188-189 (Section 5.12): Library Director to obtain information about the Civil Defense Shelter and confirm that it still exists. If it does, obtain answers to the following questions:

- 1. When would the Civil Defense Shelter be activated?*
- 2. What are the parameters for people to enter/be admitted?*
- 3. What is the Civil Defense Shelter’s capacity?*

Line 193: Strike

Line 196: Strike “incident” and replace with “occurrence”

Line 204: Renumber section heading to “6.1”

Line 206: Add the word “an” following “of” and prior to “emergency”

Line 213: Renumber section heading to “6.2”

Line 219: Replace with “Qualified individuals may provide basic first aid as appropriate”

Lines 220-221: Add a period following the word “person” and strike the remainder of the sentence

Lines 222-229: Add a period following the word “conversation” and strike everything else

Line 230: Strike “this will be pointed out to” and replace with “inform”

Line 232: Strike the word “will” and replace with the word “can”; strike the word “when” and replace with the word “if”; strike the phrase “and/or possible”

Lines 233-237: Strike

Line 240: Strike “and certified to perform CPR and use an Automatic” and replace with in the use of an Automatic External Defibrillator (AED) or are certified to perform CPR”

Line 241: Strike “External Defibrillator (AED)”; strike “employee or patron” and replace with “individual”

Lines 243-245: Strike beginning with “If an employee is not...”

8. New Business

None

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its February 28, 2022 meeting:

No recommendations were made for the February 28, 2022 board meeting as the committee requires additional meetings to completely review the Emergency Situations Procedures and Disaster Response Manual.

10. Adjournment

Frank Fokta, Chairman

Frank adjourned the meeting at 7:30 p.m.

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