



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

## POLICY MEETING

July 14, 2022

Conference Room – Second Floor

6:00 p.m. – 7:30 p.m.

## MINUTES

### 1. Call to Order

Frank Fokta, Chairman

*The meeting was called to order by Chairman Fokta at 6:11 p.m.*

### 2. Roll Call

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

*Committee members absent: Nancy Conradt (ex officio)*

*Staff members present: Benjamin Weseloh (Library Director)*

### 3. Approval of the Minutes:

#### A) April 14, 2022

#### ATTACHMENT

*Pat moved to approve the minutes as presented, seconded by Richard. There was no discussion. The vote to approve the minutes as presented was:*

*Yes: Bloom, Weninger, Fokta*

*No: None*

*Abstain: None*

### 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 Manual

#### ATTACHMENT

*The committee continued its review of the Emergency Situations Procedures and Disaster Response Manual. Chairman Fokta did not make changes to the document as originally planned. The committee discussed that the Library Director should remove all redundancies from each emergency section and instead create a list of common instructions to be followed during an emergency event that would be placed at the beginning of the document;*

*leaving specific information for specific emergency events. The committee further recommended consulting other libraries' emergency/disaster plans for formatting and content consideration.*

## **8. New Business**

*None*

## **9. Recommendations**

**A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its July 24, 2022 meeting:**

*None*

## **10. Adjournment**

**Frank Fokta, Chairman**

*Chairman Fokta adjourned the meeting at 7:10 p.m.*

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