



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

## POLICY MEETING

March 14, 2024

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 6:03 p.m.*

### 2. Roll Call

*Present: Richard Bloom, Frank Fokta, Pat Weninger, committee members; Benjamin Weseloh, Library Director*

*Absent: Maureen Navadomskis, committee member*

### 3. Approval of the Minutes:

#### A. October 26, 2023

#### ACTION

*Richard moved to approve the minutes of the October 26, 2023 meeting with the correction that Maureen Navadomskis was absent, seconded by Pat. The motion to approve the minutes as amended was unanimous. Motion carried.*

### 4. Recognition of the Public

*There was no public present.*

### 5. Public Comment (Limited to 3 minutes)

*There was no public comment.*

### 6. Agenda – Additions / Deletions

*There were no additions or deletions to the agenda.*

### 7. Unfinished Business

*There was no unfinished business.*

## 8. New Business

### A. Policy Review

#### 1. Smoke-Free Library

#### ACTION

*Richard moved to approve the Smoke-Free Library policy as presented, seconded by Pat. There was no discussion and the vote to approve was unanimous. Motion carried.*

#### 2. Drug and Alcohol-Free Library

#### ACTION

*Richard moved to approve the Drug and Alcohol-Free Library policy as presented, seconded by Pat. Discussion included questions about lines 31-34. The vote to approve the policy was unanimous pending the library attorney's opinion on lines 31-34. Motion carried.*

#### 3. Outreach Services

#### ACTION

*Richard moved to approve the Outreach Services Policy as presented, seconded by Pat. There was no discussion. The vote to approve was unanimous. Motion carried.*

#### 4. Rubber Signature Stamp

#### ACTION

*Richard moved to approve the Rubber Signature Stamp policy, seconded by Pat. There was no discussion and the vote to approve was unanimous. Motion carried.*

#### 5. Employee Protection (Whistleblower)

#### ACTION

*Richard moved to approve the Employee Protection (Whistleblower) policy, seconded by Pat. Discussion included the correction of a few typographical errors and the desire for the library attorney's opinion on lines 40-41 regarding reporting compliance. The vote to approve policy as amended, pending the library attorney's opinion, was unanimous. Motion carried.*

#### 6. Confidentiality of Library Records

#### ACTION

*Richard moved to approve the Confidentiality of Library Records policy as presented, seconded by Pat. There was no discussion and the vote to approve was unanimous. Motion Carried.*

#### 7. Meeting Room

#### ACTION

*Richard moved to approve the Meeting Room policy, seconded by Pat. Discussion included minor grammatical changes and verbiage changes for clarification. The vote to approve the policy as amended was unanimous. Motion carried.*

#### 8. Study Room

#### ACTION

*Richard moved to approve the Study Room policy, seconded by Pat. Discussion included minor grammatical changes and verbiage changes for clarification. The vote to approve the policy as amended was unanimous. Motion carried.*

**9. Recommendations**

**A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its March 25, 2024 meeting --**

*Approval of the following policies:*

1. *Smoke-Free Library*
2. *Drug and Alcohol-Free Library, pending library attorney opinion*
3. *Outreach Services*
4. *Rubber Signature Stamp*
5. *Employee Protection (Whistleblower), as amended*
6. *Confidentiality of Library Records*
7. *Meeting Room & Application Form, as amended*
8. *Study Room, as amended*

**10. Adjournment**

**Frank Fokta, Chairman**

*Chairman Fokta adjourned the meeting at 7:14 p.m.*

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