



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees  
**POLICY MEETING**  
September 12, 2024

Study Room 1 – 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 6:04 p.m.*

### 2. Roll Call

*Committee members present: Frank Fokta, Chair; Richard Bloom, committee member*

*Committee members absent: Scott Grotto, committee member; Pat Weninger, ex officio*

*Staff present: Benjamin Weseloh, Library Director*

### 3. Approval of the Minutes:

#### A. July 18, 2024

*Frank moved to approve the minutes as presented, seconded by Richard. There was no discussion and the vote to approve the minutes as presented was unanimous. Motion carried.*

### 4. Recognition of the Public

*No public present.*

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

*No public comment.*

### 6. Agenda – Additions / Deletions

*No additions or deletions were made to the agenda.*

### 7. Unfinished Business

#### 1. Outstanding Check Policy

*Frank moved to table the outstanding check policy, seconded by Richard. The vote to table was unanimous. Motion carried.*

#### 2. Closed Session Policy and Closed Meeting Minutes Procedures

*Frank moved to table the closed session policy and closed meeting minutes procedures, seconded by Richard. The vote to table was unanimous. Motion carried.*

#### 3. Freedom of Information Act Policy

*Frank moved to recommend to the board the freedom of information act policy as presented, seconded by Richard. The vote to recommend was unanimous. Motion carried.*

## 8. New Business

### A. Policy Review

#### 1. Public Comment

*Frank moved to recommend to the board the public comment policy as presented, seconded by Richard. The vote to recommend was unanimous. Motion carried.*

#### 2. Exhibits, Displays, and Artwork

*Frank moved to recommend to the board the exhibits, displays, and artwork policy as presented, seconded by Richard. The vote to recommend was unanimous. Motion carried.*

#### 3. Policy Audit and Review Procedures

*Frank moved to recommend to the board the policy audit and review procedures as presented, seconded by Richard. Discussion included minor verbiage changes for clarification. The motion was amended by Frank and seconded by Richard to recommend to the board the policy audit and review procedures as amended. The vote to recommend was unanimous. Motion carried.*

#### 4. Service to Patrons with Disabilities

*Frank moved to recommend to the board the service to patrons with disabilities policy as presented, seconded by Richard. The vote to recommend was unanimous. Motion carried.*

#### 5. Display or Distribution of Notices, Pamphlets, or Other Printed Materials

*Frank moved to recommend to the board the display or distribution of notices, pamphlets, or other printed materials policy as presented, seconded by Richard. Discussion included one minor verbiage change for clarification. The motion was amended by Frank and seconded by Richard to recommend to the board the display or distribution of notices, pamphlets, or other printed materials policy as amended. The vote to recommend was unanimous. Motion carried.*

## 9. Recommendations

### A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its September 23, 2024 meeting:

- i. Freedom of Information Act Policy, as presented*
- ii. Public Comment Policy, as presented*
- iii. Exhibits, Displays, and Artwork policy, as presented*
- iv. Policy Audit and Review Procedures, as amended*
- v. Service to Patrons with Disabilities, as presented*
- vi. Display or Distribution of Notices, Pamphlets, or other Printed Materials, as amended*

## 10. Adjournment

*Chairman Fokta adjourned the meeting at 6:25 p.m.*

**Frank Fokta, Chairman**

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