



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
November 14, 2024

Study Room 1 – Second Floor
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. September 12, 2024 ACTION
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
 1. Outstanding Check Policy ACTION
 2. Closed Session Policy and Closed Meeting ACTION
Minutes Procedures
8. New Business
 - A. Policy Review
 1. Section 10.3 of the Personnel Policy Handbook: ACTION
IL Paid Leave Act
 2. Gifts and Donations ACTION
 3. Sale or Disposition of Surplus Library Property ACTION
 4. Immigration Compliance ACTION
 5. Community Service Workers ACTION
 6. Personal Auto Use while on Library Business ACTION

7. Library Photo and Video

ACTION

9. Recommendations

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

10. Adjournment

Frank Fokta, Chairman

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



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

1 **NAME OF GOVERNMENT, Illinois**
2 **Outstanding Check Policy**
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6 Purpose
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8 The purpose of the **NAME OF GOVERNMENT**, Illinois Outstanding Check Policy is to
9 ensure accurate cash reporting and management.
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11 Procedure
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13 When a check is outstanding for **more than six (6) months** the **NAME OF**
14 **GOVERNMENT's** Treasurer, or his/her designee, shall notify the payee by first class
15 mail that the check was issued and is still outstanding. The letter shall indicate the check
16 number, check date, and the amount of the outstanding check. The payee will have 30
17 days to claim the outstanding check.
18

19 At least once each year, the **NAME OF GOVERNMENT's** Treasurer, or his/her
20 designee, shall prepare a listing of all checks that have been outstanding for **more than six**
21 **(6) months** in which notification was sent to the payee and the check was not claimed. A
22 journal entry will be done to deposit the funds into the **NAME OF GOVERNMENT's**
23 unclaimed liability account.
24

25 Once a year, in **September**, the **NAME OF GOVERNMENT's** Treasurer will review the
26 listing of all checks that have been outstanding and deposited into the unclaimed liability
27 account to determine which outstanding checks will be **sent (checks dated three (3) years**
28 **or older) to the State of Illinois, Unclaimed Property Division, per State Statue.**
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1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 CLOSED SESSION POLICY AND CLOSED MEETING MINUTES PROCEDURES

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5 **Policy**

6 All aspects of the Illinois Open Meetings Act (5 ILCS 120/2.06) shall be followed.
7 Minutes, material and discussions of a closed session are confidential until approved for
8 release.

9
10 **CLOSED SESSION MEETING MINUTES & REVIEW**

11
12 **Policy Requirements**

- 13 • The Board shall endeavor to approve closed session minutes at the next meeting of the
14 Board of Library Trustees and, if accurate, approve the closed session minutes. In
15 compliance with OMA, all closed session minutes shall be approved in open session.
16 • The Secretary of the Board of Library Trustees shall be responsible for maintaining an
17 accurate record of closed session minutes and corresponding actions taken pertaining to
18 the minutes. This record shall be kept in the locked Board file.
19 • All closed session meetings shall be recorded either by audio or video means and written
20 minutes shall also be kept. The written minutes and audio/video recordings of closed
21 sessions shall be kept in the locked board file and shall remain confidential until such time
22 as the Board determines that they no longer require confidential treatment and are
23 approved for release by majority vote.
24 ○ Once closed meeting minutes are released, they become a matter of the public record.
25 • Both minutes and recordings shall be reviewed semi-annually.
26 ○ Closed meeting recordings shall be kept at least 18 months after initial recording of the
27 closed meeting, but may be destroyed after 18 months upon:
28 ■ ~~approval~~ Approval to destroy the verbatim recording of the closed
29 session meeting by the Board of Library Trustees; and
30 ○ ■ Approval of the closed session minutes by the Board of Library Trustees. Formatted
31 ○ Approved closed meeting minutes shall be retained permanently.

32
33 **Procedure for the Semi-annual Review of Closed Session Minutes**

- 34 1. On a semi-annual basis, the President of the Library Board designates two or more Board
35 members to a Special Committee for the purpose of reviewing closed session meeting
36 minutes.
37 2. Members of the Special Committee coordinate with the library director to establish a
38 committee meeting time and place to perform the review.
39 2.1. The Library Director prepares and posts the agenda and notification prior to the
40 meeting.
41 3. The committee meets at the specified meeting place to conduct the meeting as per
42 standard procedure.

43 3.1. The Committee enters into closed session for the specific purpose of reviewing closed
44 session minutes as specified in the Illinois Open Meetings Act (5 ILCS 120/2.06) and
45 shall cite the statutory provision permitting entry into closed session.

46 3.2. Once in closed session, the Committee shall review the closed session minutes and
47 make a determination as to the release of the closed session minutes for public
48 inspection, i.e., at such closed session meetings a determination shall be made (in
49 closed session) that:

50 o The need for confidentiality still exists as to all or part of the (closed session)
51 meeting minutes; or

52 o That the (closed session) minutes or portions thereof no longer require
53 confidential treatment and are available for public inspection.

54 3.2.3.3. At the completion of the review, the committee returns to open session and
55 reports its determinations in open session before concluding the meeting after all
56 business is complete.

57 3.2.3.4. Meeting minutes are prepared for the meeting and approved as per standard
58 procedure.

59 4. The Committee reports the findings of the Closed Session Meeting Minutes Review with
60 recommendations to the Board.

61
62 Policy approved May 21, 1984
63 Revised August 22, 1988

64 Revised September 26, 1988

65 Revision Approved by Board of Library Trustees: June 23, 2008

66 Approved by Board of Library Trustees: March 28, 2011

67 Approved by Board of Library Trustees: August 25, 2014

68 Approved by Board of Library Trustees: July 24, 2017

69 Revision Approved by Board of Library Trustees: August 23, 2021

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10. 3 Illinois Paid Leave

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In accordance with 820 ILCS 192/1 et. seq, all employees are entitled to Illinois Paid Leave (IPL). ~~This leave is provided based on pro-rated frontloading on January 1 of each year for all employees.~~ IPL shall begin to accrue at the commencement of employment and shall accrue at the rate of one hour for every forty (40) hours worked. The maximum amount of IPL is 40 hours of IPL per year, subject to a pro-rated amount based on the number of hours generally worked by the employee pursuant to their schedule and workweek. IPL may be taken by the employee for any reason, which does not need to be shared with the Library. When the need for IPL is foreseen, the employee shall give at least 48 hours' advance notice to the employee's manager. If the need for IPL is unforeseen, the employee shall notify the employee's manager as soon as possible. The use of IPL is subject to operational necessity and may be denied if the absence creates a situation where Library staffing requirements cannot be met. Operational necessity shall include instances where operations require a certain number of employees for the Library to operate properly or where absences will otherwise adversely impact Library operations.

~~Frontloaded IPL will not carry over into the next year.~~ Accrued IPL shall carry over annually to the extent not used by the employee. Employees, however, may not use more than 40 hours of IPL in a calendar year. Unused IPL will not be paid to the employee upon termination of employment.

Employees will provide dates and hours of IPL used to their manager. IPL may be taken in 1-hour minimum increments. Employees hired after January 1, 2024, may begin using IPL after 90 days of employment.

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1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 GIFTS AND DONATIONS POLICY

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5 **Policy**

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7 The West Chicago Public Library District is grateful for gifts. No donation can be accepted unless it
8 is given to the library without restrictions. All donations are subject to the approval of the Library
9 Director with the support of the Board of Library Trustees.

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11 A Gift Agreement Form must be signed by the donor and approved by the Library Director for
12 unrestricted gifts and the Board of Library Trustees for restricted gifts. If a donation is to be used
13 as a memorial, the donor must complete a Gift Materials Form.

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16 **Procedures**

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18 1. Library Material

19 The inclusion of donated materials is guided by the same selection principles and criteria
20 applied to the selection of items for purchase. Materials will be deposited in the book sale
21 or discarded.

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23 2. Memorial Materials

24 Monetary contributions specifically for material purchases in memorial to or in honor of
25 named individuals are welcomed. These materials may be processed to include book
26 plates acknowledging the individual memorialized and the donor.

27
28 3. Real Property

29 The Library may accept ownership of real property in accordance with the terms or
30 conditions agreed upon by the Board of Library Trustees and the donor. Real property
31 donations deemed no longer needed for Library purposes may be sold or disposed of
32 pursuant to Illinois law and/or the Library District Act of 1991 (75 ILCS 16/et seq.).

33
34 4. Monetary

35 The Library welcomes cash contributions, and gifts of stocks and bonds.

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37 5. Receipts and Appraisals

38 The Library does not assign a monetary value to donations and the appraisal of a gift to The
39 Library for tax purposes is the responsibility of the donor; the donor benefits from the tax
40 deduction. The Library will furnish appropriate acknowledgement for donations upon
41 request, either in the form of a receipt for cash, or a letter for material.

42
43 Revision approved by Board of Library Trustees: August 23, 2004

- 44 Approved by the Board of Library Trustees: September 24, 2007;
- 45 Approved by Board of Library Trustees: April 25, 2011
- 46 Approved by Board of Library Trustees: August 25, 2014
- 47 Approved by Board of Library Trustees: July 24, 2017
- 48 Revision Approved by Board of Library Trustees: August 23, 2021

DONOR RECEIPT

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Please make checks payable to the West Chicago Public Library District

Date _____

Name _____

Address _____

City _____

State and Zip Code _____

_____ has donated books and / or other materials to the West Chicago Public Library District. This form serves as a receipt of purposes of income tax reduction. The Internal Revenue Service advises that it is the responsibility of the contributor to determine the fair market value of the contribution.

Signature of donor _____

Signature of staff member _____

Description of items _____

Description of items _____

Number of items _____

GIFT AGREEMENT FORM

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Donor _____ Date _____

Address _____
(Street) (City) (State) (Zip)

Description of material donated:

This Gift Agreement transfers legal title of the gift to the West Chicago Public Library District.

_____ Unrestricted gift _____ Restrictions (please specify)

I have read the gift policy provisions of the West Chicago Public Library District and agree that they are acceptable.

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date _____
Library Director Signature

For restricted gifts only:

President of Library Board Signature Date _____

Secretary of Library Board Signature Date _____

Date of Board Approval _____

GIFT MATERIALS FORM

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I/we would like to contribute \$ _____ for a book to be placed in the Library.

As a memorial for: _____

or in honor of: _____

on the occasion of: birthday _____ wedding anniversary _____

graduation _____ or other (please specify) _____

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship _____

Name of person to be notified: _____

Address of person to be notified: _____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the West Chicago Public Library District

Please return this form to: _____

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 SALE OR DISPOSITION OF SURPLUS LIBRARY PROPERTY
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6 **Policy**

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8 The Board of Library Trustees approves the disposal of library surplus or unwanted property as
9 permitted under Illinois statutes and according to the following procedures.
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12 **Procedures**

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14 1. Print and non-print materials: The Library Director is authorized to maintain an ongoing used sale at
15 the Library ("book sale") of materials from the collection which are determined by professional staff to
16 no longer be relevant to the collection. These items will be donated to the Library Foundation for re-
17 sale.
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19 2. The Library Director is authorized to sell or dispose of any library materials, furniture and equipment
20 (personal property) of \$1,000.00 or less that is no longer of use to the library.
21

22 3. The Board of Library Trustees may authorize public sale of personal property valued at more than
23 \$1,000 but less than \$2,500. These items shall be displayed at the Library and a public notice of the
24 property's availability and the date and terms of proposed sale shall be posted.
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26 4. In all cases not governed by Subsections 1 through 3 above, the Board shall publish notice of the
27 availability and location of the real or personal property to be sold or disposed of and the date and
28 terms of the proposed sale, giving the notice once each week for two successive weeks. The notice shall
29 be published in one or more newspapers published within the WCPLD or, if there is no such newspaper,
30 then in a newspaper of general circulation in the District and published in DuPage County. On the date
31 of the sale, the Board shall proceed with the sale and may sell the property for a price determined by
32 the Board or to the highest bidder. Where the Board deems the bids inadequate, it may reject the bids
33 and re-advertise the sale.
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35 5. If the Board determines that any building or buildings received from a municipality due to the
36 conversion of a tax-supported public library to a public library district under this Act or a prior law are no
37 longer necessary or useful for Library purposes, disposition of such property shall be as provided by
38 statute.
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40 6. With regard to any bid placed for property to be disposed of by the Library as set forth above, bids
41 made by or on behalf of any member of the Board or their immediate families shall be treated in the
42 same manner and given the same consideration without favoritism as bids from all other persons or
43 entities.
44

45 7. The foregoing paragraphs 1 through 6 shall be construed and carried forth consistent with the
46 provisions of the Public Library District Act of 1991(75 ILCS 16/). In the event of any conflict between
47 the statute and this Policy, the statute shall control.
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- 49 Approved by Board of Library Trustees: March 24, 1997
- 50 Approved by Board of Library Trustees: August 22, 2005
- 51 Approved by Board of Library Trustees: August 25, 2008
- 52 Approved by Board of Library Trustees: November 28, 2011
- 53 Revision Approved by Board of Library Trustees: January 26, 2015
- 54 Approved by Board of Library Trustees: January 22, 2018
- 55 Revision Approved by Board of Library Trustees: August 23, 2021

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

IMMIGRATION COMPLIANCE

Policy

The West Chicago Public Library District complies with the requirements of federal immigration laws. The Library will complete the Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986 to work in the United States.

- Approved by Board of Library Trustees: June 28, 2004
- Approved by Board of Library Trustees: July 23, 2007
- Approved by Board of Library Trustees: June 28, 2010
- Approved by Board of Library Trustees: June 24, 2013
- Approved by Board of Library Trustees: August 22, 2016
- Revised and Approved by Board of Library Trustees: October 28, 2019
- Approved by Board of Library Trustees: October 25, 2021

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2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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4 **COMMUNITY SERVICE WORKERS**

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7 **Policy**

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9 The West Chicago Public Library District may use Community Service Workers provided a need
10 exists. Community Service Workers shall be defined as persons referred to the library to perform
11 community service. The Library reserves the right to reject any individual worker, either before
12 or after he or she begins work, if his or her service is deemed by the Library Director to be not in
13 the best interests of the Library.

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21 **Approved by Board of Library Trustees: October 24, 1994**

22 **Approved by Board of Library Trustees: May 23, 2005**

23 **Approved by Board of Library Trustees: July 23, 2007**

24 **Approved by Board of Library Trustees: June 28, 2010**

25 **Revision Approved by Board of Library Trustees: June 24, 2013**

26 **Revision Approved by Board of Library Trustees: August 22, 2016**

27 **Revised and Approved by the Board of Library Trustees: October 28, 2019**

28 **Revised and Approved by the Board of Library Trustees: October 25, 2021**

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 PERSONAL AUTO USE WHILE ON LIBRARY BUSINESS

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4 Policy

5 Employees who drive personal vehicles on library business must provide evidence of
6 automobile insurance as required by the state of Illinois. The Library requires that employees
7 carry personal liability insurance and uninsured motorist coverage that meet the State
8 requirements. A current certificate or proof of insurance must be kept in the employee's file.
9 Employees must follow basic safety rules for the operation of vehicles.

10 Library business is defined as driving at the direction of and for the benefit of the employer. It
11 does not include normal commuting to and from work.
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14 Procedures

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- 16 • Any employee who has a driver's license revoked or suspended shall immediately
17 notify the Library Director and immediately discontinue driving any vehicle for
18 Library purposes. Failure to do so may result in disciplinary action, including
19 termination of employment.
 - 20 • Accidents in personal vehicles while on Library business, regardless of severity,
21 must be reported to the Library Director. Accidents are to be reported
22 immediately (from the scene, during the same day, or as soon as practicable if
23 immediate or same day reporting is not possible).
 - 24 • Accidents involving the employee's personal injury must be reported to the Library
25 Director. Failing to stop after an accident and/or failure to report an accident may result
26 in disciplinary action, up to and including termination of employment.
 - 27 • Any employee who uses his own vehicle while on Library business is expected to verify
28 on the mileage reimbursement form that he has a valid Illinois driver's license and a
29 current certificate or proof of insurance [in Library's files on file](#).
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33 Reviewed by Policy Committee: November 11, 2021

34 Approved by Board of Library Trustees: September 23, 2013; November 22, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 LIBRARY PHOTOGRAPHY AND VIDEO
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5 The Board of Trustees of the West Chicago Library District (“library”) has a significant interest in
6 maintaining an environment that allows patrons to freely access library information and
7 resources. This significant interest requires the library to maintain policies that protect the
8 privacy of its patrons and staff members and ensures their freedom from harassment,
9 intimidation, and threats to their safety and well-being. In order to provide appropriate
10 safeguards against such behavior and enforce policies and procedures addressing that behavior
11 when it occurs, the library has adopted the following policy regarding the taking of photographs
12 or videos inside the library building.

13
14 **Policy**

15 Permission is not required for taking photographs or videos in public areas of the library building
16 for personal, noncommercial use if no tripods, lights, or other specialized equipment is used.
17 However, there may be library locations and/or exhibition areas where the taking of photographs
18 or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, childcare areas,
19 museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved
20 for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used,
21 requests must be made at least 24 hours in advance. Persons taking photographs and videos shall
22 not (i) compromise a patron or staff member’s right to privacy, (ii) harass, intimidate, or threaten
23 a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

24
25 **Procedures**

26 **Exterior Photography and Videos**

27 Taking photographs and videos outside of the library building and/or of the library grounds does
28 not require permission. However, the activity may not impede the ingress or egress of patrons
29 or staff to or from the library building.

30
31 **Commercial Photography and Videos**

32 The library may permit use of its facilities for the taking of commercial photographs or videos if
33 the project does not interfere with the mission of the library and is in accordance with the rest
34 of this policy. The library will charge a fee to offset costs incurred by the library to provide access
35 to the facility and prior permission must be sought at least one week in advance.

36 **Photography and Videos of Materials and Resources**

37 The library permits the taking of photographs and videos of its publicly available collections.
38 However, patrons are solely responsible for obtaining consent or other permission when taking
39 photographs or videos of copyrighted materials.

40 **Library Photography, Videos, and Recording**

41 The library may take photos, videos, and audio recordings at the library and during library events
42 to use in its publicity materials and on its website and social media sites. The library reserves the
43 right to document its services and the public's use of the library building and grounds.

44 These photographs, videos, and audio recordings may be copied, displayed, televised, and
45 published (including on any library web site or social media site). Any individual that does not
46 wish the library to use a photograph or video of them or their child should inform a library staff
47 member prior to or while such photographs or videos are being taken.

48 **Library Board Meetings**

49 Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person
50 may record the proceedings of the Library Board and other meetings required by the Act to be
51 open to the public. The recordings may be made by tape, film or other means and shall not disrupt
52 the meeting or create a safety hazard.

53 **Liability**

54 Persons involved in taking photographs or videos are solely liable for any injuries to persons or
55 property that result from their activities on library property. They also have sole responsibility
56 for obtaining all necessary releases and permissions required by law from persons who can be
57 identified in any photograph or video or for copyrighted materials. The library undertakes no
58 responsibility for obtaining these releases or permissions.

59 **Right Subject to Compliance with Policy**

60 The library reserves the right to ask any individual or group violating this policy to cease the taking
61 of photographs or videos.

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65 Reviewed by Policy Committee: October 19, 2021; November 11, 2021

66 Approved by Board of Library Trustees: November 22, 2021