



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.

MINUTES

1. Call to Order

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, committee member; Pat Weninger, ex officio

Committee members absent: Scott Grotto

Staff present: Benjamin Weseloh, Library Director

3. Approval of the Minutes:

A. September 12, 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

Frank changed item 7.2 under unfinished business from an action item to a discussion item. He wants to re-work the Closed Session Policy and Closed Meeting Minutes Procedures and bring it back to the next policy meeting for approval.

7. Unfinished Business

A. Outstanding Check Policy

Pat moved to approve the outstanding check policy as presented, seconded by Richard. A change was made in line 13 from six months to five months. The motion was amended by Pat to reflect

the change and seconded by Richard. The vote to recommend to the board as amended was unanimous. Motion carried.

B. Closed Session Policy and Closed Meeting Minutes Procedures

Discussion was had regarding the closed session policy and closed meeting minutes procedures policy and will be brought back to the next policy meeting for action under unfinished business.

8. New Business

A. Policy Review

1. Section 10.3 of the Personnel Policy Handbook: IL Paid Leave Act

Pat moved to approve Section 10.3 of the personnel policy handbook dealing with the Illinois Paid Leave Act as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

2. Gifts and Donations

Pat moved to approve the gifts and donations policy as presented, seconded by Richard. Following discussion, changes were made in lines 38-40. Pat amended her motion to approve the policy as amended, seconded by Richard. The vote to recommend to the board as amended was unanimous. Motion carried.

3. Sale or Disposition of Surplus Library Property

Pat moved to approve the sale or disposition of surplus library property policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

4. Immigration Compliance

Pat moved to approve the immigration compliance policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

5. Community Service Workers

Pat moved to approve the community service workers policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

6. Personal Auto Use while on Library Business

Pat moved to approve the personal auto use while on library business policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

7. Library Photography and Video

Pat moved to approve the library photography and video policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

9. Recommendations

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

1. *Outstanding Check Policy*
2. *Section 10.3 of the Personnel Policy Handbook: IL Paid Leave Act*
3. *Gifts and Donations Policy*
4. *Sale or Disposition of Surplus Library Property Policy*
5. *Immigration Compliance Policy*
6. *Community Service Workers Policy*
7. *Personal Auto Use while on Library Business Policy*
8. *Library Photography and Video Policy*

10. Adjournment

Chairman Fokta adjourned the meeting at 6:47 p.m.