



Board of Library Trustees Policy Committee

Board Room, Main Library
700 N. North Court, Palatine, IL
January 24, 2019, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 9:07 a.m.

2. Roll call

Upon roll call, Trustees Debby Brauer and Jeffrey Westhoff were physically present.

3. Introduction of visitors

Assistant Director Melissa Gardner and Technology Manager Susan Conner were present.

4. Approval of minutes

The minutes from the November 15, 2018, meeting were approved.

5. Review and discussion of policies and appendices

The committee discussed Appendix 10A Use of Digital Resources, Appendix 10B Request to Permit Unfiltered Access, Bylaws, Policy 1 Policy Development, and Appendix 1A Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services and Facilities.

6. Review and discussion of policy review schedule, and additional policies or policy provisions that need to be addressed

The committee will review Policy 11 Privacy Policy and Appendix 11A Officer's Request for Confidential Library Information at the next meeting.

7. Other business

A possible violation of Policy 8-8 has come to the Library's attention. Assistant Director Gardner will address this particular case immediately. The Policy Committee will review Policy 8 in March, according to schedule.

8. Date for next meeting

The next meeting will be February 28, 2019, at 9 am.

9. Adjournment

Trustee Brauer adjourned the meeting at 11:02 am.

Approved on: 2/28/19

Debby Brauer
Trustee

[Signature]
Trustee

Prepared by Debby Brauer