



Board of Library Trustees Policy Committee

Story Room B, Main Library
700 N. North Court, Palatine, IL
June 9, 2022, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Jeffrey Westhoff called the meeting to order at 9:05 a.m.

2. Roll call

Upon roll call, Trustees Jeffrey Westhoff and Maureen DeRosa were present.

3. Introduction of visitors

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and Member Services Manager Rosalie Scarpelli also attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

a. Policy 9—Human Resources

The Committee reviewed Policy 9, which Executive Director Dilger had reorganized.

b. Policy 3-20—Flags

The committee discussed a proposed policy that would allow the Library to fly additional flags from the flagpole in front of the main branch.

c. Policy 2—Library Cards and Accounts

The committee reviewed Policy 2, including a new provision that would allow the Library to waive the fee for library cards issued to non-resident youth.

d. Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities

The committee reviewed Appendix 2A.

e. Appendix 2B—Schedule of Fees and Charges

The committee reviewed Appendix 2B, with proposed changes to fees.

f. Appendix 2C—Schedule of Loan Periods and Restrictions

The Committee reviewed Appendix 2C.

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

Chairperson Westhoff asked if the committee needed to consider creating a standing building committee, which was recommended at the May Library Board meeting. This would require a revision of the bylaws. Executive Director Dilger said this could be added to the agenda of the committee's July meeting.

The committee also plans to review Policy 6—Library Facilities and Policy 10—Digital and Maker Resources at its next meeting.

7. Other business

None.

8. Date for next meeting

The committee will meet at 9:00 a.m. on Thursday, July 7, 2022. Executive Director Dilger advised she would not be able to attend.

9. Adjournment

Committee Chairperson Westhoff adjourned the meeting at 10:11 a.m.

Approved on: June 21, 2022

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Hal Snyder

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Trustee

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Jeffrey Westhoff

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Trustee

Prepared by: Jeffrey Westhoff