

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

July 20, 2017

Present: Margaret Berg, Chair; Mary Bock, Trustee; Susan Blumberg-Kason, Trustee; Laura Tortorello, Trustee; Karen Keefe, Executive Director; Jeff Lewandowski, IT Manager

The meeting was called to order at 7:02 p.m.

Minutes

On a motion by Margaret Berg and seconded by Mary Bock, the minutes from January 17 meeting were unanimously approved.

Public Comment Policy

The committee reviewed the recommended changes to the Public Comment Policy. They discussed the Library attorney's concern about requiring residency information to be shared before public comment.

On a motion by Laura Tortorello and seconded by Susan Blumberg-Kason, the committee voted unanimously to recommend that the Board approve the revised Public Comment Policy.

Identity Protection Policy

The committee reviewed the recommended changes to the Identity Protection Policy. Karen Keefe provided more detail about the circumstances under which the Library would request a SSN and which staff would have access to that information.

One typo was recommended for change.

On a motion by Laura Tortorello and seconded by Susan Blumberg-Kason, the committee voted unanimously to recommend that the Board approve the revised Identity Protection Policy as amended.

Reference Policy

The committee reviewed the recommended changes to the Reference Policy.

Keefe explained that as the result of new system membership standards being developed by RAILS, additional changes to the policy may need to be made before its scheduled review date.

On a motion by Laura Tortorello and seconded by Mary Bock, the committee voted unanimously to recommend that the Board approve the revised Reference Policy.

Other Business

Karen Keefe explained that the Library's Personnel Policy was scheduled to be reviewed this year. After discussion with the Board President and the chairs of the Finance/Personnel and the Policy Committee, she recommends that the policy be reviewed first by the Finance and Personnel Committee and then reviewed by the



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Policy Committee and the Management Association before being presented to the Board for approval.

There being no further business, on a motion by Mary Bock and seconded by Susan Blumberg-Kason, the committee voted unanimously to adjourn the meeting at 7:35 p.m.

Approved: September 20, 2017

