

# HINSDALE PUBLIC LIBRARY

## Policy Committee Minutes

September 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 7:01 p.m.

### Minutes

On a motion by Laura Tortorello and seconded by Mary Bock, the minutes from July 20 meeting were unanimously approved.

### Interlibrary Loan Policy

The committee reviewed the recommended changes to the Interlibrary Loan Policy. Executive Director Keefe explained the difference between ILL and borrowing from other SWAN libraries.

On a motion by Mary Bock and seconded by Susan Blumberg-Kason, the committee voted unanimously to recommend that the Board approve the revised Interlibrary Loan Policy.

### Computer and Internet Use Policy

The committee reviewed the recommended changes to the Computer and Internet Use Policy. The committee discussed the need for keeping written permission for a child under 14 to use the internet. The committee determined that retaining the document had no significant benefit over recording the authorization in the patron record.

The committee agreed that when issuing cards, Library staff should confirm the patron's understanding of all that they have agreed to before asking them to sign the signature pad.

The committee confirmed restricting computers in the lower level Youth and Young Adult Services area for use by children and teens as well as adults accompanying children.

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

### Circulation Policy

The committee reviewed the recommended changes to the Circulation Policy.

Keefe explained that the main updates were to drop the maximum max fine for all items to \$5 and to circulate all items for three weeks except for new DVDs/Blu-Rays.

She confirmed that the max number of items is a field that is required by the Library's ILS and reviewed the guidance for issuing non-resident library cards.



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

## **Other Business**

Keefe told the committee that the Finance Committee would begin their review of the Personnel Policy in October. Their comments and recommendations will be forwarded to the Policy Committee for their review.

There being no further business, on a motion by Margaret Berg and seconded by Laura Tortorello, the committee voted unanimously to adjourn the meeting at 7:40 p.m.

Approved: December 6, 2017

