

# HINSDALE PUBLIC LIBRARY

## Policy Committee Minutes

June 7, 2016

Present: Margaret Berg, Chair; Julie Liesse, Trustee; Callie Revord, Trustee; Karen Keefe, Executive Director; Jeff Lewandowski, IT Manager

Absent: Ross Sprovieri, Trustee

The meeting was called to order at 7:03 p.m.

### Minutes

On a motion by Callie Revord and seconded by Julie Liesse, the minutes from the January meeting were unanimously approved as amended.

### Collection Development Policy

Executive Director Keefe reviewed the purpose of the policy and how it is used by staff.

The committee recommended several wording and formatting changes. They asked Executive Director Keefe to list the steps taken when a patron asks for an item to be reconsidered.

On a motion by Callie Revord and seconded by Julie Liesse, the committee recommended that the Board approve the revised Collection Development Policy.

### Library Room Use Policy

Executive Director Keefe reviewed the purpose of the policy and how it is used by staff. She explained that the only substantive change recommended to this policy is related to space use by paid tutors. The policy does not currently prohibit children working with tutors from meeting together outside of the Large Meeting Room from 3—6 on weekdays. For the past semester, staff have not been enforcing this interpretation of the policy and it has not created any additional space use or behavior management problems. Keefe recommends that the Library maintains the opportunity for students and tutors to work together in the Large Meeting Room when available and to direct them there if their behavior is disruptive to others.

Keefe recommends that, due to the limited number of rooms available, the Library continue to prohibit the use of Study Rooms by paid tutors.

The committee recommended several wording and formatting changes. On a motion by Julie Liesse and seconded by Callie Revord, the committee recommended that the Board approve the revised Library Room Use Policy.

### Other Business

The committee discussed the Policy Review Timeline and agreed to meet in January 2017 to review the Library's Behavior, Social Media, and PCI Compliance Policies.

There being no further business, the meeting was adjourned at 8:05 p.m.



*opening doors...*