

# HINSDALE PUBLIC LIBRARY

## Policy Committee Minutes

February 6, 2019

**Present:** Margaret Berg, Chair; Susan Blumberg-Kason, Trustee; Mary Bock, Trustee; Laura Tortorello, Trustee; Karen Keefe, Executive Director; Cynthia Dieden, Adult Services Manager

The meeting was called to order at 7:01 p.m.

On a motion by Mary Bock and seconded by Susan Blumberg-Kason, the minutes from the November 8 meeting were unanimously approved.

The committee reviewed the revised Behavior Policy and agreed to make “electronic cigarettes” its own bullet point. They also discussed the Executive Director’s ability to direct staff to respond other disruptive behaviors as they arise. The committee also agreed that it was prudent to include that the Library may call the police if any reports of illegal activity are made.

On a motion by Laura Tortorello and seconded by Susan Blumberg-Kason, the motion to recommend that the Board approve the Behavior Policy as amended was unanimously approved.

The committee discussed the revised Social Media Policy. Executive Director Keefe clarified that the “third party requestors” mentioned in the policy could include law enforcement agents or someone submitting a FOIA request. On a motion by Susan Blumberg-Kason and seconded by Mary Bock, the motion to recommend that the Board approve the Social Media Policy as amended was unanimously approved.

The committee discussed the PCI Security Policy and the Credit Card Incident Reporting guidelines IT Manager Bob Bell created. The reporting guidelines will be included in Library’s Emergence Manual.

The committee confirmed some of the terminology used in the document and made some formatting recommendations. On a motion by Laura Tortorello and seconded by Susan Blumberg-Kason, the motion to recommend that the Board approve the PCI Security Policy as amended was unanimously approved.

There being no further business, the meeting was adjourned at 7:43 p.m.

Approved: April 10, 2019

