

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

October 21, 2019

7 p.m.

Present: Mary Bock, Trustee; Kristin McDaniel, Trustee; Susan Blumberg-Kason, Trustee; John Bloomfield, Trustee

Also Present: Karen Keefe, Executive Director, Cynthia Dieden, Adult Services Manager

The meeting was called to order at 7:05 p.m.

On a motion by Kristin McDaniel and seconded by John Bloomfield, the minutes of the August 20, 2019, meeting were unanimously approved.

The committee reviewed the recommended changes in the Reference Policy and discussed what the Library means by “computer help.” On a motion by Susan Blumberg-Kason and seconded by Kristin McDaniel, the Policy Committee voted unanimously to recommend that the Board approve the revised Reference Policy.

The committee reviewed the recommended changes in the Circulation Policy and recommended several changes to make the formatting and references more consistent with other policies. On a motion by Kristin McDaniel and seconded by Susan Blumberg-Kason, the Policy Committee voted unanimously to recommend that the Board approve the revised Circulation Policy.

The committee reviewed the recommended changes in the Travel Reimbursement Policy and recommended referencing the GSA table on which the per diem is based and consideration for a more expensive hotel when it is considerably more convenient to the event location. On a motion by Kristin McDaniel and seconded by Susan Blumberg-Kason, the Policy Committee voted unanimously to recommend that the Board approve the revised Travel Reimbursement Policy.

The committee reviewed the draft of a new Cyber Security Policy. Discussion included best practices for passwords and system backups; the need for a better representation of server architecture in the policy, and the need for a better description of how the public Wi-Fi is segmented from other parts of the network.

Executive Director Keefe will work with the Library’s IT Manager Bob Bell to update the policy. Bell will attend the next Policy Committee meeting and answer any additional questions.

There being no further business, on a motion by John Bloomfield and seconded by Mary Bock, the meeting was adjourned at 8:33.

Approved: December 2, 2019

