

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

December 2, 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, Robert Bell, IT Manager

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

On a motion by Kristin McDaniel and seconded by Susan Blumberg-Kason, the minutes of the October 21, 2019, meeting were unanimously approved.

The committee reviewed the changes made to the Cybersecurity Policy. IT Manager Robert Bell answered questions about backups, network access, passwords, and staff training. The committee recommended that the policy require stronger security requirements for staff with system admin access. The committee also recommended several changes to improve consistency throughout the document. On a motion by John Bloomfield and seconded by Susan Blumberg-Kason, the Policy Committee voted unanimously to recommend that the Board approve the revised Cybersecurity Policy as amended. Executive Director Keefe will send a copy of the final draft of the policy to committee members to review prior to the Board meeting. If there are concerns about the revisions, the committee may meet again prior to the next Board meeting.

The committee reviewed the changes made to the PCI Security Policy. IT Manager Robert Bell reviewed how/where credit cards were accepted and how that data was secured and sent out of the building. The committee discussed the role of "Person in Charge" referenced in the document. The committee also recommended several wording changes throughout the document. 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 PCI Security Policy as amended.

The committee thanked Bell for his hard work on both policies.

The committee reviewed recommended changes to the Drug Free Workplace section of the Library's Personnel Manual. Keefe explained that because Illinois' Cannabis Regulation and Tax Act legalizes the recreational use of marijuana beginning in 2020, HR Source was recommending updates to related employee policies. The committee suggested several small changes to the policy and discussed where staff would be directed for testing, if required. On a motion by Susan Blumberg-Kason and seconded by Mary Bock, the Policy Committee voted unanimously to recommend that the Board approve the changes to the Drug Free Workplace section of the Library's Personnel Policy as amended.



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The committee reviewed recommended changes to the Harassment and Discrimination section of the Library's Personnel Policy. Keefe explained that these updates are recommended to maintain compliance with SB 75, Public Act 101-0221 which includes updates to sexual harassment reporting requirements. On a motion by John Bloomfield and seconded by Kristin McDaniel, the Policy Committee voted unanimously to recommend that the Board approve the Harassment and Discrimination changes to the Personnel Policy as amended.

There being no further business, on a motion by John Bloomfield and seconded by Mary Bock, the meeting was adjourned at 8:46.

