

# HINSDALE PUBLIC LIBRARY

## Policy Committee Minutes

December 4, 2020

10 a.m.

**Present:** Mary Bock, Trustee; Kristin McDaniel, Trustee; Susan Blumberg-Kason, Trustee; John Bloomfield, Trustee (Remote)

**Also Present:** Karen Keefe, Executive Director (On-site)

The meeting was called to order at 10:06 a.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 recommended for the ILL Policy. The committee suggested that language about late fees be included in the revision. 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 ILL Policy as amended.

The committee reviewed the changes recommended for the Collection Development Policy. The committee recommended several small wording changes, for clarification. The committee also discussed correcting the graphical presentation of the community's age demographics and adding a section for special collections like kits, laptops, and hotspots. Executive Director Keefe will make the requested revisions and present at the next committee meeting.

The committee reviewed the Emergency Operating Procedures for Infectious Disease and thanked Keefe, John Bloomfield, and Mary Bock for their work on this document. On a motion by Kristin McDaniel and seconded by Mary Bock, the Policy Committee voted unanimously to recommend that the Board approve the Emergency Operating Procedures for Infectious Disease at their Special Meeting in December.

The committee reviewed the recommended changes to the Personnel Policy, outlining different compensation requirements for short-term emergency closings and longer-term closings. On a motion by John Bloomfield and seconded by Susan Blumberg-Kason, the Policy Committee voted unanimously to recommend that the Board approve the update to the Library's Personnel Policy at their Special Meeting in December.

There being no further business, on a motion by Kristin McDaniel and seconded by John Bloomfield, the meeting was adjourned at 11:10 a.m.

Approved: January 19, 2020

