

# HINSDALE PUBLIC LIBRARY

## Policy Committee Minutes

Wednesday, March 16, 2022

2 p.m.

**Present:** Dick Munson, Chair; Julie Liesse, Trustee; Megan Mikhail, Trustee; Denise Wong, Trustee

**Also Present:** Karen Keefe, Executive Director; Lizzy Boden, Adult Services Manager

The meeting was called to order at 2:01 p.m.

On a motion by Denise Wong and seconded by Megan Mikhail, the minutes of the January 11, 2022, meeting were unanimously approved, as amended.

The committee reviewed recommended changes to the Library's Confidentiality of Records Policy and recommended that "patron" be added to the policy title. Committee members recommended formatting and grammatical changes.

On a motion by Megan Mikhail and seconded by Denise Wong, the committee unanimously approved the motion to recommend that the Board approve the revised Confidentiality of Patron Records Policy.

The committee reviewed recommended changes to the Library's PCI Security Policy. The committee reviewed the terms defined at the beginning of the policy. The committee recommended adding validation to the "Change Management Audit Form." The committee also recommended adding response to real-time alerts to the compliance schedule.

On a motion by Julie Liesse and seconded by Megan Mikhail, the committee unanimously approved the motion to recommend that the Board approve the revised PCI Security Policy.

The committee reviewed recommended changes to the Library's Behavior Policy. The committee recommended adding using marijuana products to the list of prohibited behaviors. The committee also recommended adding that vulnerable adults should be supervised at all times during their visit.

On a motion by Denise Wong and seconded by Julie Liesse, the committee unanimously approved the motion to recommend that the Board approve the revised Behavior Policy, as amended.

The committee reviewed recommended changes to the Library's Room Use Policy. The committee recommended several style and grammatical changes to maintain consistency.

On a motion by Dick Munson and seconded by Julie Liesse, the committee unanimously approved the motion to recommend that the Board approve the revised Room Use Policy.



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Executive Director Keefe reviewed the policy review timeline. The committee agreed to meet again in May or early/mid-June.

There being no further business, on a motion by Dick Munson and seconded by Denise Wong, the meeting was adjourned at 3:00 p.m.

Approved: June 28, 2022

