

HINSDALE PUBLIC LIBRARY

Policy Committee Minutes

Wednesday, September 20, 2022

2:00 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 2:00 p.m.

On a motion by Megan Mikhail and seconded by Denise Wong, the minutes of the June 28 2022, meeting were unanimously approved with changes to the spelling of Megan's name and the usage of HPL instead of the Library throughout.

The committee reviewed recommended changes to HPL's Circulation Policy. Committee members recommended changes such as defining SWAN and updates to the non-resident library card, borrowing period, other loan guidelines, and fines and fees sections. The committee also recommended wording, formatting, and grammatical changes.

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 Circulation Policy.

The committee reviewed recommended changes to HPL's Arts Commission Policy. The committee discussed the history of the Art Commission and whether the Policy should be revised to be more streamlined and reflect the current mission.

The committee tabled the Art Commission Policy discussion in order to look at further revisions.

The committee reviewed recommended changes to the HPL's Cybersecurity Policy. Committee members recommended adding a statement to the Asset section about protecting patron data. They also recommended updates to the Definitions, Staff Access, Staff Responsibilities, Security Incident Response and Reporting, and Access Control sections. Finally, the committee recommended wording, formatting, and grammatical changes.

Keefe will bring a revised Cybersecurity Policy back to the Committee for approval.

Executive Director Keefe reviewed the policy review timeline for 2022. The committee is caught up for the year, other than the tabled Art Commission Policy.

There being no further business, on a motion by Dick Munson and seconded by Megan Mikhail, the meeting was adjourned at 2:50 p.m.

Approved: November 17, 2022

