



## Policy Committee Meeting

### Minutes

Wednesday, December 5, 2007

The meeting was called to order by Chair Jack Fredrickson at 11:00am

Attending: Chair Jack Fredrickson, Trustee Johanna Delaney, Executive Director Lynn Elam, Head of Reference and Information Services Michaela Haberkern

#### Meeting Room/Study Room Policy

The committee reviewed the revised policy statements which included language pertaining to allowance of tutors, damages and liability, hours of use and an appeals process.

The committee discussed the use of the meeting room before and after normal hours of operation. Chair Fredrickson expressed concern about staffing requirements and the level of liability the library would incur should a non-employee be allowed in the building without a staff member. Fredrickson commented that allowing extended hours for community groups need to strike a balance between library costs and library benefits.

Michaela Haberkern advised the committee that the staffing rotation for evening supervisory staff would be negatively impacted for after-hours activities because it would also affect weekend coverage and schedules for the public desks.

The committee discussed how tutors have been functioning in the library and the appropriateness of conducting business in a public institution. Trustee Delaney remarked that part of the library's purpose is to facilitate learning.

Director Elam reported the library attorney's opinion that allowing tutors to work in the library opened the way to others who wished to do the same.

Additional minor changes to the policy were requested by the committee before being sent to the attorney for review.

Director Elam was instructed to include the proposed policy in the December packet for trustee review. Chair Fredrickson will bring the policy forward as an action item at the January board meeting.

Director Elam was instructed to contact the Illinois Risk Management Association (IRMA) agent to attend the January Policy Committee meeting on January 9. The committee would like to discuss the library's risk of liability as it relates to allowing non-employees in the library outside of operating hours.

#### Personal Days/Anniversary

Director Elam asked that personal days be awarded to employees on their anniversary date instead of at the beginning of each fiscal year in order to coordinate with other benefits. Following discussion, the committee agreed to recommend approval to the board at the January board meeting.

There being no further business before the committee, the meeting was adjourned at 12:25pm