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Policy Committee

Tuesday, August 18, 2009

6:00pm

Storytime Room, Library Lower Level

Minutes

The meeting was called to order by chair Johanna Delaney at 6:00pm

Attending: Chair Johanna Delaney, Trustee Pete DeHaan, Executive Director Lynn Elam

### **Policy Review-Bylaws**

The committee reviewed the Library's current bylaws and instructed Executive Director Elam to make changes as noted:

- Exchange Vision and Mission Statements for newly adopted Mission and Strategic Directions statements.
- Article Two/Section 2.3 will be re-worked by Chair Delaney to include more flexibility in appointments for the board president.
- Article Two/Section 2.4 Chair Delaney noted that ratification by the board was necessary in order for the board president to appoint themselves to serve as voting members of committees.
- Article Two/Section 2.9 was reviewed extensively by the committee. Chair Delaney requested that the bylaws reflect that the Finance and Personnel Committee be specifically responsible for financial polices and the Employee Handbook.
- Article Three/Section 3.8 a consent agenda item was added to the Order of Business.
- Article Six/Section 6.3 had language added noting that directors and officers of the Library are protected from liability through coverage by the Illinois Risk Management Association.
- Minor language inconsistencies were noted throughout the document and requested to be revised.

Elam informed the committee that she would make such revisions as directed and place the document into Google Docs for collaborative review and editing.

### **Policy Review Timeline**

The committee reviewed the timeline of policy review and established the following schedule:

1. Revisions to the bylaws will be completed and brought to the September board meeting for information and discussion.
2. Chair Delaney will appoint an ad-hoc committee of trustees to begin review of the Employee Handbook at the September board meeting. A schedule for revisions and updates will be created following committee appointments.
3. The Internet Access Policy will be reviewed beginning in October and brought to the trustees in November or December.
4. The Program Policy will be reviewed and revised beginning in December and brought to the trustees in January.

### **Other**

Trustee DeHaan noted that the current policy allows family members of trustees to be employed by the Library following approval from the board. Trustee DeHaan's daughter has worked at the Library as a page and would like to continue working during school breaks. Elam said she would include this item on the agenda for the September board meeting.

There being no further business before the committee, the meeting was adjourned at 8:00pm.

The next Policy Committee meeting is scheduled for September 2, 2009 at 6:00pm.