



Policy Committee

Monday, November 17, 2008

10:00am

Storytime Room, Lower Level

MINUTES

The meeting was called to order by Chairman Jack Fredrickson at 10:05am.

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

Policy Review

A. Circulation Policy

The committee reviewed changes requested from the October 16 meeting. Requested changes included:

- Addition of email addresses on patron registration materials
- Addition of a 2nd renewal period for general circulating items
- Addition of notations to the reference policy as a supporting document to the circulation policy
- Addition of downloadable materials and corresponding circulation periods
- Inclusion of "High School District 86" into the section on ways the library works with schools
- Change of the term "SWAN/ILL" to "ILL" throughout the policy

The committee reviewed each section of the policy noting various formatting discrepancies due to software upgrades.

The committee discussed the content of Section D. Eligibility for Hinsdale Public Library Cards, subsection 3 at length. Staff was directed to re-structure the subsection and to insert the phrase "In accordance with Illinois law as set forth below" at the beginning of the first paragraph.

Following discussion, the committee directed staff to synchronize and re-label items under Section E. Borrowing Library Materials. Staff was directed to insert the phrase, “except as otherwise noted” in subsection 5 Renewals.

Staff was directed to insert the phrase “failure to receive a notice does not constitute cause for removal or reduction of fines in Section F. Overdue Library Materials, in the re-labeled subsection 4. Additionally, staff was directed to insert the phrase “be deemed lost and become subject to” in the same section.

Staff was directed to re-label all sections.

Chairman Fredrickson directed Elam and Haberkern to make the requested changes and bring the revisions to the Policy Committee’s next meeting in January. Fredrickson stated that the policy would then be placed into the January board packet for trustee review and discussion.

B. Display Case Policy

Trustee Delaney requested an introductory paragraph be included in the revisions which explain what is available and that the library and its displays have priority over other requests. The statement should also include notice that the library has discretion to refuse a request to display items or literature from any single person or from any group.

Delaney instructed staff to include the phrase, “The space may be otherwise used as stated below:”

Trustee Delaney requested that the Meeting Room Policy procedures and the Displays Policy mirror each other for purposes of service consistency.

Staff was directed to insert the phrase “With approval as provided below:” in Section II Notices and Handouts.

Staff was directed to renumber each section and to rename Section III Promotion Activities.

The committee discussed at length which uses and practices were to be prohibited as outlined in Section III subsection C. Trustee Delaney requested that each prohibited use be separated and numbered in a bulleted list.

Subsection E. Sales and Promotions was discussed in relation to working with the Hinsdale Center for the Arts (HCA).

The committee discussed the appeals process in Section III subsection H. Fredrickson and Delaney agreed that the appeals process should be treated separately from items in Section III.

Delaney remarked that the policy and appeals process attempted to balance the interests of the library with the interests of people who wanted to display items. Delaney requested that the appeals process language include the phrase "the board will make a determination no later than 90 days of receipt of appeal".

Staff was directed to make requested changes and bring revisions to the January Policy Committee meeting.

C. Other

The committee inspected the foyer of the library including display cases. The committee discussed ways of improving the appearance of the foyer. Recommendations included a locked bulletin board case for village and library notices, a bench which coordinated with the wood finishes, and a pamphlet holder. Elam was directed to investigate each of these and bring recommendations to the Facilities Committee.

There being no further business before the committee, the meeting was adjourned at 12:45pm.

The next Policy Committee is scheduled for Tuesday, January 13, 2009 at 10:00am.