



Policy Committee  
Wednesday April 22, 2009  
10:00am  
Study Room, Library Main Floor

#### MINUTES

The Policy Committee meeting was called to order at 10:00am by Chairman Jack Fredrickson.

Attending: Chairman Jack Fredrickson, Trustee Johanna Delaney, Executive Director Lynn Elam, Reference and Adult Service Manager Michaela Haberkern

**Confidentiality of Records Policy:** The committee made final language revisions to the policy. Changes included inserting the words "The Act" following Illinois Records confidentiality Act. The phrase "The Act provides that..." was requested to be inserted at the beginning of the second sentence of the first paragraph.

Formatting and punctuation changes were requested in various places throughout the document. Semicolons were requested to be added in Section D. Responsibilities of the Designated Contact Person. The committee discussed where to insert the phrase "The Library attorney shall be called immediately."

Following discussion, Library Staff was directed to make revisions as noted during the discussion and prepare the policy for inclusion in the April Board of Trustees meeting as an action item.

**Behavior Policy:** The committee reviewed changes recommended by the library's attorney. Changes are intended to give more strength to the policy and to specify behaviors which are prohibited. Chairman Fredrickson requested that the list of prohibited behaviors be made consistent in their tense.

The committee reviewed cell phone use in the Library and discussed whether language surrounding its use should be made stronger.

Staff was directed to make changes as requested and to have documents ready for inclusion in the April board packet as an action item.

There being no further business before the committee the meeting was adjourned at 1:00pm.