



Policy Committee

Thursday, October 16, 2008

10:00am

Study Room Main Floor

MINUTES

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

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

Policy Review

Reference Policy: Staff was directed to include the latest revised draft as an action item in the October Board of Trustees meeting packet.

Circulation Policy: Head of Circulation Services Anita Scholtens presented the newly approved SWAN Circulation Policy and the Hinsdale policy on circulation. The committee reviewed each document. Chairman Fredrickson questioned whether the documents are complimentary and coordinated with one another. Scholtens responded that they are intended to work together.

The committee discussed the Hinsdale policy in depth. Scholtens pointed out several areas where the library's practices and policy do not correspond. Following discussion of such practices, staff was directed to revise the policy to reflect current actions. Revisions to the policy will include:

- 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 also discussed the current fines and fees structure of the library. Following comments by staff members, the committee determined that no revisions were warranted at this time.

Staff was directed to make revisions as noted and return the document to the committee at the November meeting. Chairman Fredrickson outlined an activity timeline of review including trustee review in November with approval slated for the January board meeting.

Program Policy: The program policy and suggested comments were given to the committee for initial review. The policy will be revised based on the outcome of strategic planning initiatives currently underway.

There being no further business before the committee, the meeting was adjourned at 12:10pm.

The next Policy Committee meeting will be held on Wednesday, November 12, 2008 at 10:00am.