

ZION-BENTON PUBLIC LIBRARY DISTRICT POLICY REVIEW COMMITTEE MEETING

LOCATION: Zion-Benton Public Library | Meeting Room B

2400 Gabriel Ave. | Zion, IL 60099 | 847.872.4680

DATE: TUESDAY, December 19, 2023 | TIME: 6:30 PM

MINUTES

I. CALL TO ORDER & ROLL CALL

Policy Committee Chair M. Jaworek called the meeting to order at 6:30 PM.

Present: A. Onan, M. Jaworek, M. Hartman, B. Price

Absent:

Staff: Robin, Sara

II. PLEDGE OF ALLEGIANCE

The members of the Policy Committee Meeting recited the Pledge of Allegiance.

III. COMMENTS BY VISITORS

None.

IV. Approval of Minutes

None.

V. New Business

a. Rules for Public Participation in Meetings

The committee reviewed the Rules for Public Participation in Meetings and recommended the public comment section be lowered to 3 minutes per person per topic and that it will be reflected on all upcoming meeting agendas going forward.

b. Discussion of Code of Conduct Policy (recommended edits)

The committee reviewed the Code of Conduct Policy and recommended adding staff to the panhandling section, adding adjust to the head coving sections, and the following section: *For everyone's safety, personal items are not to be left unattended. The library is not responsible for personal items .*

c. Discussion of Video Surveillance Policy (recommended edits)

The committee reviewed the Video Surveillance Policy in response to the newly upgraded security system that was installed last month. The committee recommends adding a section that footage could be used in support of insurance claims. The retention reasons were also updated to include accidents.

d. Discussion of Fixed Asset Policy (no changes)

The committee reviewed the Fixed Assets Policy, no changes were recommended.

e. Discussion of Fund Balance Policy (no changes)

The committee reviewed the Fund Balance Policy, no changes were recommended.

f. Discussion of Investment Policy (see attachments)

The committee reviewed the Investment Policy, changes were recommended to attachment 3, Vendors. As some of the vendors used since the last review have

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changed they were updated at this time.

g. Discussion of Outstanding Check Policy (no changes)

The committee reviewed the Outstanding Check Policy, no changes were recommended.

h. Discussion of Reimbursement Policy (edited, reimbursement req form)

The committee reviewed the Reimbursement Policy and recommended adding a section at the beginning of the policy that states: *Employees and Trustees may be reimbursed for Library- related expenses incurred while conducting Library business. Director approval should be arranged before incurring costs. Reimbursement may be for transportation, accommodations, event registration, communication, or meals.*

While reimbursement for supplies or materials is possible, the first method of choice for procurement should be through library-facilitated purchasing methods. The Library is exempt from Illinois State sales tax.

The Reimbursement Procedure will be reviewed later on.

i. Discussion of Unattended Children Policy (edited)

The committee reviewed the Unattended Children Policy and recommended the following changes: Add Unattended Adults to the policy title.

Add the following section after paragraph 5: The children's area of the Library is reserved for children and their parents or responsible caregivers. Adults interested in children's literature or needing assistance regarding service to children are also welcome. Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children In the children's area of the Library may be questioned by staff, and may be asked to relocate to another area of the Library.

Unless otherwise specified, children's programs hosted by the Youth Service's Department are open to children and their responsible caretakers. Adults unaccompanied by a child may not attend a children's program without permission of the Youth Services Coordinator.

j. Discussion of Reimbursement Procedure

The committee reviewed the Reimbursement Procedure, no changes were recommended at this time, other than sharing the procedure and related documents with the entire Board of Trustees.

k. Board Bylaws

The committee reviewed the Board Bylaws and recommended to add a section stating that family members are not allowed to be employed at library. Similar to section found in the employee personnel policy manual.

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VI. ADJOURNMENT

The Policy Committee Meeting adjourned at 8:04 PM.

Submitted by Sara Torrez