

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
411 S. Main St. • Lombard, IL 60148

POLICY AND BYLAWS COMMITTEE MEETING MINUTES

November 6, 2025
3:15pm
Staff Conference Room

- I. Call to order
 - a. Chair Kowalski-Schmidt called the meeting of the Policy and Bylaws Committee to order at 3:15pm in the Staff Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Trustee Kearney read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.
- IV. Roll call, recording both present and absent members
 - a. Present: Chair Julie Kowalski-Schmidt, Trustee Ginger Kearney, Trustee Kelly Simms
 - b. Absent: none
 - c. Staff present: Executive Director Anne Luzeniecki, Executive Assistant Jenn Ferguson
- V. Public Comment
 - a. One member of the public was present and made a public comment regarding selection of vendors with the upcoming closure of Baker & Taylor, and creation of a vendor policy if one does not exist.
 - i. Trustees and Executive Director Luzeniecki thanked him for the comment and briefly explained how the Library evaluates vendors to offer clarity on current procedures.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Kearney moved to adopt the agenda, seconded by Chair Kowalski-Schmidt. All ayes, no nays. Motion passed.

VII. Review of Policies:

a. B-2 Prohibited Gifts

- i. Executive Director Luzeniecki stated that there are no significant changes to the B-2 policy context, but changes in formatting for easier reference and terms to current use (ex. Director vs Executive Director). Relevant definitions and updates to parameters were made based on the statute (ex. cumulative \$25 gift cap now cumulative \$100 value gift cap).
 1. Trustee Kearney asked if the disciplinary action for noncompliance applies to trustees. Anne stated that she would have to consult with the Library's attorney regarding applicability, including the possibility of censure posed by Chair Kowalski-Schmidt.
 2. There was brief discussion on, but no arguments against, the increase of the cumulative gift cap to \$100.

b. P-32 Blood and Organ Donation Leave

- i. Executive Director Luzeniecki noted that, effective January 1, organ donation leave extends to part-time employees. As such, the policy has been updated to align with the law change.
 1. Trustees had no questions regarding the update to the policy.

c. U-2 Patron Behavior

- i. Per Executive Director Luzeniecki, this policy also has changes to simplified language and updated terms. The reason for asking a patron to leave was changed from "not using the Library's materials and services" to "violate Library rules and regulations."
 1. Chair Kearney requested, and trustees agreed, to strengthen the word choice in the fourth overall bullet point by replacing "ask" with "direct" in the statement, "Library staff may ask individuals to leave for the day if they violate Library rules and regulations."
 2. Ginger asked after the term "extended period of time" in the same bullet point. Anne explained that the Library does not permanently ban patrons. She briefly described the ban notification letters provided to those patrons, which includes the documentation of the ban period, rules violated, incident date, behavior descriptions, and description of staff response.

d. U-10 Social Media

- i. Executive Director Luzeniecki noted that this policy was rewritten rather than simply updated as, with more time since social media has been utilized by government organizations, legal precedents provide better insight as to what can and cannot be regulated, being respectful to first amendment rights.

APPROVED

1. Chair Kowalski-Schmidt asked how the content is stored. Anne noted that, functionally, comments are not deleted just hidden, so they are still there.
2. Anne also explained that the previous version's content relating to staff behavior was removed as this is a user policy, not a staff policy, which would be regulated in the Employee Handbook.
3. As the policy change aligns with presentations and webinars trustees have recently participated in, there were no additional questions or feedback.

VIII. ACTION ITEM: Referral for action to the Board of Trustees

- a. Trustee Kearney moved to refer the above updated policies as amended for adoption by the Board of Trustees at the November 18 Board Meeting. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.

IX. Adjournment: 3:39pm

- a. Trustee Simms moved to adjourn the meeting. Trustee Kearney seconded. Motion passed, meeting adjourned.

Notes taken by Jenn Ferguson.

Approved:_____

Julie Kowalski-Schmidt
Board Secretary