

# APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT  
110 West Maple St. • Lombard, IL 60148

The meeting will be live at 4:30 p.m. via Zoom. To watch this meeting, visit:  
<https://us02web.zoom.us/j/86277824701>

Members of the Library Board will be participating in this meeting through a virtual meeting platform. This meeting is held as a virtual meeting given that the Governor has declared the coronavirus pandemic a disaster and an in-person meeting is not practical or prudent. A representative of the Library will be present at the Helen Plum Memorial Library, 110 W Maple Street. The Library building will not be open to the public.

Public comments for this meeting will be accepted by email only. Public comments received by 5:00 p.m. on Friday, January 15 will be read at the beginning of the meeting under section IV designated for public presentation to, or discussion with, the Committee.

Public comments should be emailed to: [swilsey@helenplum.org](mailto:swilsey@helenplum.org) by 4:00 p.m. on Friday, January 15, 2021. Please include the following information on public comments: Name, Organization represented (if any), Telephone number, and Topic or Agenda Item Number followed by "Public Comment." Public comment is limited to three minutes per person.

POLICY AND BYLAWS COMMITTEE MEETING OF THE  
HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

January 15, 2021  
4:30 p.m.  
Virtual Meeting  
MINUTES

- I. Call to order
  - a. The meeting of the Policy and Bylaws Committee was called to order at 4:34 p.m. in the Zoom virtual meeting room.
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
- III. Roll call recording both present and absent members
  - a. Present: Chair Pinkett-Floyd, Trustee Marshall, Trustee Wiggins
  - b. Absent: none
  - c. Staff present: Claudia Krauspe
- IV. Public presentation to, or discussion with, the Board of Trustees
  - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda. Roll call vote.

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- a. Trustee Wiggins moved to adopt agenda and it was seconded by Trustee Marshall. Roll call vote. All ayes, no nays. Motion carried.

## VI. Review of policies: U-1 Use of Materials and Facilities

- a. Assistant Director Krauspe noted that the purpose of the meeting was not to revise the entire policy but to consider an exception to part of the policy considering the COVID-19 pandemic. She proposed reviewing paragraph two under section 2.a on Library Cards.
  - i. Assistant Director Krauspe proposed making a temporary exception that would allow for a global extension of expirations dates for all library cards that expired in 2020 or will expire through September 2021. This is a proposed exception made for resident library card holders within the taxing district. It would not apply to non-resident card holders.
  - ii. Assistant Director Krauspe also noted that a policy revision is not necessary to approve this change. A Board vote at the January Board Meeting is sufficient for intent.
- b. Trustee Marshall noted that the Library offers online card renewal. He asked if that would be sufficient in place of this policy exception. Assistant Director Krauspe explained that not all patrons have access to the internet and the online renewal option. In addition, the current process only extends the expiration date by a couple of months until a patron can enter the building and verify their online application. This is a challenge to patrons given the pandemic mitigations and recommendation to stay home. The current process also results in a lot of extra administrative steps for staff.
  - i. Assistant Director Krauspe also noted that the extension of dates would apply to all cardholders in good standing who do not have outstanding fees or fines. She estimates about 9,000 card renewals would benefit from this exception. Trustee Marshall asked that this be noted when presented for approval by the Board at the January Board Meeting.
- c. Committee Chair Pinkett-Floyd asked if the library has considered automatic renewal. Assistant Director Krauspe explained that the management team is considering it in the future, but they still need to outline an administrative plan for implementation. This is a lengthy process whereas the exception to the current policy could accommodate patrons in the immediate future.
- d. Trustee Marshall asked how the management team decided on September 2021 as the cut off date. Assistant Director Krauspe noted that this cut off date will best help staff manage the amount of renewals as well as the pace of renewal without getting overwhelmed.
- e. Trustee Marshall asked if the management team had a communication plan for sharing this update with patrons. Assistant Director Krauspe said it will likely be posted to the website and communicated via newsletters; however, she also noted that the marketing team will come up with a more detailed plan.
- f. Committee Chair Pinkett-Floyd asked that the language in section three also be updated to read “people with disabilities” rather than “disabled.” The Committee agreed this update could be made without amending the entire policy.

## VII. ACTION ITEM: Referral for action to the Board of Trustees. Roll call vote.

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- a. Trustee Marshall moved to refer the above policies for approval by the Board of Trustees. Trustee Wiggins seconded. Roll call vote. All ayes, no nays. Motion carried.
- b. The Committee agreed to meet again at 4:30 p.m. on March 5, 2021.

VIII. Adjournment: 5:02 p.m.

Approved: \_\_\_\_\_

Kristin Aasmundstad Walsh  
Board Secretary