

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

POLICY AND BYLAWS COMMITTEE MEETING MINUTES

January 4, 2024
2:30 p.m.
Conference Room

- I. Call to order
 - a. Chair Julie Kowalski-Schmidt called the meeting of the Policy and Bylaws Committee to order at 2:30 p.m. in the Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call, recording both present and absent members
 - a. Present: Chair Julie Kowalski-Schmidt, Vice President Sue Wiggins, Trustee Ginger Kearney
 - b. Absent: none
 - c. Staff present: Interim Executive Director Anne Luzeniecki, Executive Assistant Sara Plasman
- IV. Public Comment
 - a. No public comment.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt agenda and it was seconded by Trustee Kearney. All ayes, no nays. Motion carried.
- VI. Review of policies:
 - a. C-3 Meeting Room Use
 - i. VP Wiggins would like to add a line under Food and Beverages saying that the group is responsible for discarding their own trash.
 - ii. Trustee Kearney would like to make a note under Food and Beverages regarding alcohol. The committee agreed to add a link to the Alcohol Policy.
 - iii. VP Wiggins voiced concern about the parking lot capacity for larger patron events that have 80 people. If someone is having a work training event, she thinks that would interrupt the normal library operations. Interim Director Luzeniecki agreed and the committee decided that the limit should be 65 attendees for larger patron events.
 - iv. Trustee Kearney asked for clarification on Page 3 regarding the definition of “charging admissions fees or requesting donations.” The new policy excludes events that charge admission or request donations. After discussing, the committee agreed to strike the term “events that request donations” to “fundraising events”.

APPROVED

- b. P-23 Staff Acceptable Internet Use – ARCHIVE
 - i. Interim Director Luzeniecki noted that we do not need to have a separate policy for staff acceptable internet use.
 - c. U-5 Material Selection
 - i. VP Wiggins recommended changing the word “inform” to “influence” on page 1 under “Criteria for selection, replacement and withdrawal” in the 2nd paragraph.
 - ii. VP Wiggins recommended using different wording about no book banning or adding the reference to the Illinois State legislation effective January 1, 2024. It was agreed by the group to add a reference to the legislation.
- VII. Referral for action to the Board of Trustees
- a. Trustee Kearney moved to refer the above policies for approval by the Board of Trustees. Chair Kowalski-Schmidt seconded. All ayes, no nays. Motion passed.
- VIII. Adjournment: 3:09 p.m.

Notes taken by Sara Plasman.

Approved: _____
Julie Kowalski-Schmidt
Board Secretary