

# APPROVED

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

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

March 5, 2021

5:00 p.m.

Adult Quiet Reading Room

MINUTES

- I. Call to order
  - a. Chair Pinkett-Floyd called the meeting of the Policy and Bylaws Committee to order at 5:00 p.m. in the Adult Quiet Reading Room
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
- III. Roll Call
  - a. Present: Chair Pinkett-Floyd, Trustee Marshall, Trustee Wiggins
  - b. Absent: none
  - c. Staff present: Claudia Krauspe
- IV. Public Presentation or Discussion with the Committee
  - a. No public presentation.
- V. ACTION ITEM: Adoption of the Agenda
  - 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:
  - a. U-1 Use of Materials and Facilities
    - i. Assistant Director Krauspe noted a very minor but significant change on page 2 under section b, Fees for Non-residents. The Committee approved changing "equalized assessed valuation" to "Net Taxable Value."
  - b. U-5 Materials Selection
    - i. Assistant Director Krauspe proposed the following changes:
      1. Updating the frequency with which the policy will be reviewed. This policy will be reviewed every two years.
      2. Under the section for Gifts, change "specified" to "suggested."
      3. Under the section for Access, remove the note about limiting items to youth. The Library no longer does that. Parents are asked to monitor the items that their children view or checkout.
      4. Remove the amended ALA statement on the final page. Assistant Director Krauspe noted that the Library cannot amend an official statement from the ALA. Instead, she recommended the original statement be posted to the website. All patrons can

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also request a copy for any librarian. This statement is easily accessible to all.

- c. U-7 Internet Policy
  - i. Assistant Director Krauspe recommended removing language about priority usage under Rules for Use. This is no longer enforced because the Library has enough computers to serve the public.
- d. P-10.1 Voluntary COVID-19 Vaccination
  - i. Assistant Director Krauspe noted that this should be considered a temporary policy with an expiration date of December 31, 2021. It may be extended if necessary. The purpose of this policy is to accommodate staff in case they experience side effects after being vaccinated for COVID-19. The Committee had not edits to this policy.
- e. Trustee Bylaws
  - i. Assistant Director Krauspe and the Committee reviewed the detailed changes suggested by Roger Ritzman.
- f. Assistant Director Krauspe asked the Committee how they would like to address ongoing meetings with the proposed policy schedule. Trustee Marshall proposed meeting every other month. The Committee agreed.
  - i. Assistant Director Krauspe noted that the next meeting will likely be in July or August given the schedule of the New Building project. The Committee agreed to this.

- VII. Referral for action to the Board of Trustees
  - 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.

- VIII. Adjournment: 5:50 p.m.

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

Kristin Aasmundstad Walsh  
Board Secretary