



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
Policy Meeting
January 11, 2018
6:00 p.m. – 7:30 p.m.
Small Study Room – Second Floor

MINUTES

1. **Call to Order** **Frank Fokta, Chairman**
The meeting was called to order at 6:08p.m.
2. **Roll Call**
Present: Patricia Weninger, Trustee; Frank Fokta, Chair; Benjamin Weseloh, Library Director
Absent: David Reynolds, Sr., Trustee; Nancy Conradt, Ex Officio
3. **Approval of the Minutes of October 19, 2017** **ATTACHMENT**
The minutes were moved for approval by Pat Weninger and seconded by Frank Fokta. The minutes were approved unanimously as presented.
4. **Recognition of the Public**
None
5. **Public Comment (Limited to 3 minutes)**
None
6. **Agenda – Additions / Deletions**
None
7. **Unfinished Business**
None
8. **New Business**

A) Purchasing Policy (Bids / Quotations) **ATTACHMENT**

Discussion was had regarding the amounts and how they were written. The Order of the numbers were changed and some wording to make them read better.

B) Disaster Plan

UPDATE/DISCUSSION

Will bring to Board as presented and make changes only if necessary. Unanimous. The staff will be working on the online Disaster Plan document (DPLAN) and present with the Emergency Situations Procedure Manual in the Summer.

C) Service to Patrons with Disabilities

ATTACHMENT

Will bring to the Board as presented. Unanimous decision.

**D) Display or Distribution of Notices, Pamphlets,
Or other Printed Material**

ATTACHMENT

Will bring to the Board as amended. (lines 6-7: Strike "...or advocating positions on issues or events...") Unanimous decision.

E) Exhibits/Display and Artwork Policy

ATTACHMENT

Recommended as presented. Unanimous Decision.

F) Sale or Disposition of Surplus Library Property

ATTACHMENT

Recommended as presented. Unanimous Decision.

G) Policy Audit and Review Procedures

ATTACHMENT

Recommended as amended. Line 5: capitalize the "l" and "p" in "List of Policies". Lines 11-12: strike "portions of the policy manual" and replace with "policies". Lines 16-17: strike. Line 19: strike "shall refrain as much as possible from stylistic changes and...". Line 24: strike "full". Line 27: after the word "statute" add "or at the recommendation of the Policy Committee". Line 36: capitalize the "l" and "p" in "List of Policies". Line 37: strike "sections of the Policy Manual" and replace with "Policies". Unanimous Decision.

9. Recommendations

A) The Policy Committee makes the following recommendations to the Board of Library Trustees for its January 22, 2018 meeting:

- 1. Purchasing Policy (Bids & Quotations) – as amended*
- 2. Disaster Plan – as presented*
- 3. Service to Patrons with Disabilities – as presented*
- 4. Display or Distribution of Notices, Pamphlets, or other Printed Material – as amended.*
- 5. Exhibits/Display and Artwork Policy – as presented*
- 6. Sale or Disposition of Surplus Library Property – as presented*
- 7. Policy Audit and Review Procedures – as amended*

10. Adjournment

Frank Fokta, Chairman

Adjourned at 7:11 p.m.

Committee: Fokta, Reynolds, Weninger; Ex Officio: Conradt