

**Glenview Public Library Board of Trustees  
Bylaws and Policies Committee Meeting  
April 1, 2021  
Virtual Meeting**

**PRESENT:** Wendy Goldstein Carol Schmitt  
(Board) M. David Johnson

**PRESENT:** Lindsey Dorfman, Library Director  
(Staff) Teri Room, Assistant Director  
Christine Klimusko, Business Manager

**1. CALL TO ORDER AND ROLL CALL**

Committee Chair Goldstein called the meeting to order at 4:06 p.m. and the roll was called.

**2. UNFINISHED BUSINESS**

**a. Review Board Bylaws – Section 1**

Committee Chair Goldstein walked the Committee through the policy checklist of Section 1 bylaws to be reviewed.

**b. Review Board Committees Policy**

Committee Chair Goldstein reviewed the suggestions made by the Board of Trustees regarding the Board Committees Policy at the March Board Meeting. The Board agreed to eliminate the Technology Committee and the Public Relations Committee from the Board Committees Policy, as well as the Bylaws. The Committee asked Library Director Dorfman to incorporate the changes from the Board meeting into the policy.

**c. Review Conflict of Interest Policy**

The Conflict of Interest Policy was originally prepared by the Library Attorney Mike Roth. As the Committee reviewed the policy, the Committee revised the policy to be more consistent when referring to the Library Board and the Library Director. The

Committee discussed several additional changes and Library Director Dorfman will edit the policy to include the changes.

**d. Review Electronic Attendance at Meetings Policy**

The Committee recommended that references to the Recording Secretary be changed to the Business Manager. Library Director Dorfman will double check the expiration date of the Governor Pritzker's order regarding virtual meetings.

**e. Review iPad Usage Policy**

The iPad Usage Policy was reviewed. Library Director Dorfman will add the original adoption date to the policy, as suggested by the Committee.

**f. Review Closed Session Minutes Policy**

The Committee would like to add more information regarding the guidelines about the actual review process. Business Manager Klimusko explained the current review process and Library Director Dorfman will include this information in the policy.

**g. Review Selection of Board Candidates Policy**

Library Director Dorfman will incorporate the suggested changes provided by the Committee regarding the Selection of Board Candidates Policy.

The Committee is comfortable with the revisions of Section 1 of the Board Policies Handbook and will recommend approval at the April Board Meeting. The Committee asked Library Director Dorfman to remove the comments included in today's packet and to provide the old policies as reference in the April Board Packet.

The Committee will review the Financial Policies at the next virtual Bylaws and Policies Committee meeting, scheduled for Thursday April 22<sup>nd</sup> at 4:00 p.m. Dorfman noted that the Capital Assets Policy will be presented at that meeting. The policy was recommended by the Baker & Tilly auditors who conducted the recent review of the Library's Financial Procedures in February.

**3. NEW BUSINESS**

None at this time.

**4. OTHER**

**None at this time.**

**5. PUBLIC COMMENTS**

**None at this time.**

**6. ADJOURNMENT**

**There being no additional business to be brought before the Bylaws and Policies Committee, Committee Chair Goldstein requested a motion to adjourn.**

**MOTION Moved by Johnson, seconded by Schmitt, to adjourn.**

**Voice call vote taken. All ayes. No nays. Motion carried.**

**The meeting adjourned at 4:38 p.m.**

**Respectfully submitted,**

**Wendy Goldstein, Chairman  
Glenview Public Library Board of Trustees  
Bylaws & Policies Committee**