

**Glenview Public Library  
Bylaws & Policies Committee Meeting Minutes  
December 2, 2021 – 4:00 p.m.  
Conference Room**

**PRESENT:** M. David Johnson Ruth Rosenblum  
Carol Schmitt

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

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

Committee Chair Schmitt called the meeting to order at 4:00 p.m. and the roll was called.

**2. UNFINISHED BUSINESS**

None at this time.

**3. NEW BUSINESS**

**a. Section 3 of the Policy Manual**

The Bylaws & Policies Committee has worked through Section 3 of the Policy Manual. Section 3 focuses on patron behavior policies. The goal was to simplify for staff and patrons, making it easy to understand and making the library as accessible as possible. Library Director Lindsey Dorfman explained that she has eliminated some policies that made it difficult for patrons to use the library, such as the Guest Pass Policy. In the past, there was a wait to the use public computers, and that is no longer the case so guest passes can be given out more freely.

Trustee Johnson received the board packet yesterday and this information is complex, and trustees need sufficient time to review the information.

**MOTION** Moved by Trustee Johnson, to table this policy at this time.

Staff reduced the many patron behavior policies down to just two policies and eliminated redundancies. The policies to be reviewed are the Patron Behavior Policy and Internet Use Policy.

Trustee Johnson expanded upon those policies he feels are of sensitive nature. Example is the Guest Pass Policy, and the reasoning that the computers are not overloaded. Johnson thinks that demand is lower now because of covid but may be in higher demand after covid.

Dorfman walked the Committee through the older policies. Many of the policies are more procedural and not necessarily policy related. These procedures will be covered in department training.

In revising the Patron Behavior Policy, staff looked at the library's current patron-related policies and similar policies from other area libraries and incorporated changes into a new Patron Behavior Policy. Trustee Rosenblum suggested the Committee review the updated draft line by line. The purpose states that the library is a welcoming and safe place and that patron behaviors do not disturb other patrons. The library reserves the right to ask people to leave for disruptive behavior. Should a patron be asked to leave the library, the patron can appeal to the Library Board. The Committee read through the entire policy and Dorfman answered questions as they were raised. Several changes were suggested, and Library Director Dorfman will provide the revised Patron Behavior Policy for review at the Bylaws & Policies Committee meeting in January.

The Committee read through the revised Internet Access Policy. The purpose statement of the Internet Access Policy explains that the library offers free internet access as part of the library's mission by providing computer stations and Wi-Fi

access throughout the building. Dorfman will make the suggested revisions and provide an edited version at the next committee meeting.

**b. Update to Paid Holiday Policy**

Library Director Dorfman presented a revised Holidays and Closings Policy to the Committee. Dorfman explained that revised policy would award a floating holiday to staff when a holiday falls on a weekend and eliminate the provision of closing the library on the Friday and/or Monday of a holiday weekend.

The Committee reviewed the policy and noted a duplicate guideline. Dorfman will delete the duplicate and prepare a final draft.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to recommend approval of the Revised Holidays and Closings Policy to the Glenview Public Library Board of Trustees at the December 16, 2021, Board Meeting as amended.

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

**4. OTHER**

The next Bylaws and Policies Committee Meeting will be held on January 27, 2022, at 5:00 p.m.

**5. PUBLIC COMMENT**

None at this time.

**6. ADJOURNMENT**

There being no additional business to be brought before the Committee, Committee Chair Schmitt requested a motion to adjourn.

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to adjourn.

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

The meeting adjourned at 4:46 p.m.

Respectfully submitted,

Carol Schmitt, Committee Chair  
Glenview Public Library Board of Trustees  
Bylaws & Policies Committee