

**Glenview Public Library  
Bylaws & Policy Committee Meeting  
January 28, 2021  
Virtual Meeting**

**BOARD:** Wendy Goldstein  
**(Present)** Carol Schmitt  
M. David Johnson

**STAFF:** Lindsey Dorfman, Library Director  
**(Present)** Jane Berry, Assistant Director  
Christine Klimusko, Business Manager

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

Bylaws and Policy Committee Chair Goldstein called the meeting to order at 4:01 and the roll was called.

**2. UNFINISHED BUSINESS**  
**a. Programing Policy**

Committee Chair Goldstein explained that the Library does not have a standalone Programming Policy. There is a small paragraph in the Library's Behavior Policy that briefly touches upon programming. At Trustee Johnson's request, Library Director Dorfman, Assistant Director Berry and the Department Heads worked together to prepare a comprehensive Programming Policy.

The Committee reviewed the recommended Programming Policy and reached consensus. The Committee agreed to present the Programming Policy for review and approval by the Board of Trustees at its February Board Meeting.

3. NEW BUSINESS  
a. Bylaws Review

While familiarizing herself with the Library's Bylaws, Library Director Dorfman noticed a few items that she felt needed to be updated or reworded. Dorfman walked the Committee through those suggestions. In return, the Trustees reviewed and made several other suggestions.

Library Director Dorfman will submit the recommended changes to Library Attorney Mike Roth for his review. Dorfman will present the revisions to the Policy Committee for final review and approval before it goes to the Board.

b. Policy Manual Table of Contents

Library Director Dorfman reviewed the Library's Policy Manual and revised the Table of Contents. Dorfman rearranged the Table of Contents in a way she felt was more logical. The Committee agreed that the reorganization made more sense than the original. Trustee Goldstein inquired about the two scholarship opportunities referred to in the prior Policy Manual. Assistant Director Berry explained that the two scholarships offered by the Friends of the Glenview Public Library had not been awarded in several years due to lack of interest and funding. The Friends felt that these could be discontinued, and the Board of Trustees subsequently voted to eliminate the two scholarships at the December 2017 Board Meeting.

c. Holiday Policy

Library Director Dorfman revised the Holiday Policy and presented the revised policy to the Committee. The Committee reviewed the policy and had several questions. After a brief discussion, Dorfman thought it would make better sense to incorporate the Library's Floating Holiday Policy with the Holiday Policy. She will present the combined policy to the Committee at the next Bylaws & Policy Committee Meeting.

#### **4. OTHER**

After reviewing the revised Table of Contents, the Committee agreed that many of the Library's policies do need to be reviewed and perhaps updated. The committee agreed that it should meet on a regular schedule until all the policies were reviewed. The committee agreed to meet on the fourth Thursday of the month at 4:00 p.m. Library Director Dorfman suggested the Committee review the first section for the February 25<sup>th</sup> meeting.

Trustee Johnson asked Library Director Dorfman to forward her suggestions to the Committee prior to the monthly committee meeting. Dorfman will include the policies in Section 1 in the Board Packet and ask the trustees to make suggested changes before the committee meeting.

#### **5. PUBLIC COMMENT**

None at this time.

#### **6. AJOURNMENT**

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

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

Roll call vote taken. Johnson, Schmitt and Goldstein voted aye. No nays. Motion carried.

**The meeting adjourned at 4:58 p.m.**

**Respectfully submitted,**

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