

**Glenview Public Library Board of Trustees
Bylaws & Policies Committee Meeting Minutes
July 22, 2021 – 4:00 p.m.
Conference Room**

PRESENT: Ruth Rosenblum Carol Schmitt M. David Johnson
(Board)

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 4:01 p.m. and the roll was called.

2. UNFINISHED BUSINESS

- a. Revisions of Section 2 of the Policy Manual**
 - i. Comprehensive Spending Policy**

Included in the Board Packet is the draft of the revised Spending Policy for consideration by the Committee. Library Director Dorfman has combined information from the Financial Accounting section of the Bylaws, the Purchase Contract section that was formally in the Bylaws, the Change Order Policy, and the Spending Policy to create one Comprehensive Spending Policy. Dorfman added a bullet point regarding change orders, contracts, and the public bid process. Library Attorney Tappendorf will review the added bullet point before the policy is presented to the Board for approval.

- ii. Capital Asset Policy**

Business Manager Christine Klimusko presented the proposed Capital Asset Policy. The Capital Asset Policy provides control and accountability over the library's capital assets and ensures the assets are properly reflected in the financial statements. The

policy references GASB #34, which requires governmental units that have capital assets to include the financial impact of these assets in the financial statements. Policy guidelines refer to the preparation and the maintenance of an inventory schedule, and the definition of capital asset, capitalization method, thresholds, other assets, depreciation and useful life and the disposal of capital assets.

3. NEW BUSINESS

a. Report on Flag Policy

Library Director Dorfman consulted Library Attorney Julie Tappendorf regarding the need for a formal Flag Policy. Tappendorf's response is included in the board packet. Based on Tappendorf's review, the library needs to determine if the library's flagpole is a public forum or a government forum. The Committee discussed the advantages and disadvantages of both the public and government forum options.

Attorney Tappendorf shared the City of Des Plaines Resolution R-91-21, A Resolution Amending and Restating the City's Flag Policy. The Committee discussed the benefits of having a similar policy or resolution at Glenview Public Library. Trustee Johnson distributed a written statement requesting Glenview Public Library display the Disability Pride Flag for one month as July is designated as Disability Pride Month. Library Director Dorfman will take his request into consideration and get back to Trustee Johnson.

Library Director Dorfman asked Trustee Johnson for his insight as to how the library should move forward regarding a flag policy. Johnson suggested the library have a policy that clearly defines what flags it will display. He also feels the Board should make the final determination. He thought that the Des Plaines policy is a better choice than determining whether or not the Glenview Public Library is a public or government forum. He would limit the policy to include the same list of flags Des Plaines mentioned prior to the addition of the Pride flag. Johnson feels the latest revision to the Des Plaines resolution opens the Des Plaines Public Library to potential lawsuits.

Trustee Rosenblum suggested the Flag Policy incorporate a disclaimer that allows the Board to determine which flags to display and the ability to update or change the list

of flags at its discretion. Library Director Dorfman will prepare a flag policy draft/resolution for Committee review.

b. Discussion Re: A Diversity, Equity, and Inclusion Policy

The Cleveland Public Library's Policy on Diversity, Equity, and Inclusion is included in the Board Packet. Dorfman stated that this could be another option if the Board did not want to go with a Flag Policy. The policy would permit the library to state that it supports Diversity, Equity, and Inclusion. Trustee Johnson is concerned with the fourth bullet point: "developing a supplier diversity program that mirrors the patrons we serve." Trustee Johnson suggested that the library should refer to the State of Illinois' policy regarding purchasing.

The Committee would prefer two separate policies and asked Library Director Dorfman prepare a Diversity, Equality, and Inclusion policy and to include a reference to the state's requirements.

It was agreed that the new two policies should not be included in Section 2 of the Policy Manual. The Diversity, Equity, and Inclusion Policy may be included in Board Policies. Library Director Dorfman will determine where the policies will be included in the Policy Manual.

Library Director Dorfman will compile the policies the Committee has reviewed and send the collection of policies to the Committee for final review. If there are no changes or edits, Dorfman will include the policies in next the board packet.

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 board, Committee 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 4:38 p.m.

Respectfully submitted,

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