

**Glenview Public Library Bylaws & Policies Committee Meeting
Minutes**

**Thursday, March 31, 2022
4:00 p.m. - Conference Room**

PRESENT: M. David Johnson Ruth Rosenblum Carol Schmitt
(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 4:00 p.m. and the roll was called.

2. UNFINISHED BUSINESS

- a. Review and Approval of updates to Section 4 of the Policy Manual**
 - i. Volunteer Policy**

Assistant Director Teri Room explained that the library does not currently have a Volunteer Policy. Room spoke with the Leadership Team and staff, and it was agreed that they Library should have a formal Volunteer Policy.

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to recommend approval of the Volunteer Policy to the Glenview Public Library Board of Trustees.

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

ii. Privacy and Confidentiality of Library Records Policy

The Privacy and Confidentiality Policy replaces the library's Patriots Act from 2001. The new policy states that the library will not release any patron records or information unless the library receives a court order or subpoena to do so.

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to recommend the approval of the Privacy and Confidentiality of Library Records to the Glenview Public Library Board of Trustees.

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

iii. Social Media Policy

Included in the Board Packet is the revised current Social Media Policy. Library Attorney Julie Tappendorf worked with Library Director Dorfman to revise the policy to reflect current industry standards.

MOTION Moved by Trustee Johnson, seconded by Trustee Rosenblum, to recommend approval of the Social Media Policy to the Glenview Public Library Board of Trustees.

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

b. Discussion and Approval of Vaccine Mandate Program Policy

Library Director Dorfman has prepared a list of four different options regarding the Vaccine Mandate Policy. The options are:

1. Keep the policy as revised from the March 17, 2022 Board Meeting, requiring two (2) rapid tests per week for those staff members that are not vaccinated.
2. Change the policy to require vaccination for those staff member who are not eligible for an exemption.

3. Suspend or permanently revoke the Vaccine Mandate Policy.
4. Update the policy to require masking for all unvaccinated employees.

Library Director Dorfman will prepare an issue analysis and send to the Bylaws and Policies Committee for review prior to presenting the issue analysis at the April Glenview Public Library Board of Trustees board meeting.

5. NEW BUSINESS
 - a. Review Updates to Section 5

There are a few policies in Section 5 that need to be revised. The Leadership Team is working on the Meeting Room Policy, the Exhibit Policy, and the Donation Policy.

6. OTHER

The next Bylaws & Policies Committee Meeting will be held Monday, April 25th 4:00 p.m. in the Conference Room.

7. PUBLIC COMMENTS

None at this time.

8. 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.

The meeting adjourned at 5:03 p.m.

Respectfully submitted,

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