

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Bylaws and Policies Committee
MINUTES
July 3, 2019

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

PRESENT **Vickie L. Novak, Library Director**
(Staff) **Jane Berry, Assistant Director**
 Christine Klimusko, Business Manager

1. CALL TO ORDER AND ROLL CALL

Committee Chair Goldstein called the meeting to order 3:00 p.m. and the roll was called.

2. NEW BUSINESS

(a) Review of Proposed Changes to Circulation Matrix & Borrowing Policies

Library Director Novak walked the Trustees through the proposed changes to the Circulation Matrix and Borrowing Policies. These changes will simplify the fee structure and loan periods for patrons. Included in the suggested changes would be the elimination of the \$1.00 DVD rental fee. The elimination of the \$1.00 DVD rental fee was suggested during the internal assessment process and also by John Huber during his study. This would also tie into the 2019 Implementation Plan to remove accessibility barriers to collections for patrons. It is also suggested that the Library simplify its loan periods. Periodicals would go from a 7-day loan period to a 21-day loan period, without a renewal. J kits, launch pads and Play-a- Ways would go from a 7-day loan period to a 14-day loan period. After review and discussion, the Committee will recommend the elimination of the \$1.00 DVD rental fee and the acceptance of the revised Circulation Matrix and Borrowing Policies, as proposed, at the next Board Meeting.

(b) Discussion re: Study Room as a Meeting Space

For the last three months, the Library has offered Study Room #7 to groups of 6 to 10 participants, at no cost, who would like to meet at the Library. This is an alternative for those smaller groups that would prefer not to pay to use the Multi-Purpose Room. These groups would be able to use the Study Room, based on Study Room Policies. Demand has not been high, but a few groups have met in the Study Room. It was agreed to continue to

offer Study Room #7 as an option for another few months, without creating a new set of Policies for such use.

(c) Discussion re: Methodology for Adding Items to the Board Meeting Agenda and Approval Process

Library Director Novak distributed the most current copy of the Board’s Bylaws and the committee reviewed the Bylaws during the meeting. The Committee agreed to recommend several updates, including the change in Board Meeting start times to 7:00 p.m., on the first and third Thursdays of the month. The Committee also agreed that official board business would be completed at the third Thursday of the month Board Meeting. Lastly, with regard to the actual Board meeting, the Committee will recommend that newly elected trustees would be sworn in and the election of officers would be held during the third Thursday in May, in years when this applies.

The Committee reviewed Section 8 of the Bylaws – Purchase Contracts – and agreed to recommend the change of the \$20,000 limit as previously recommended by the Illinois Municipal Code, Chapter 65, Illinois Compiled Statutes to \$25,000, to correspond with the changes approved by the State of Illinois last year.

The Committee will recommend to the Board of Trustees that Board Meeting Agendas be posted for trustee review 6 days prior to the meeting; trustees will have the opportunity to make suggested additions or amendments to the agenda 72 hours prior to the meeting and the final agenda will be posted 48 hours prior to the meeting.

Library Director Novak will prepare a marked-up version of the Bylaws and Policies to highlight these recommended changes for presentation to the Board of Trustees for the July 18th board meeting, and will also submit them to library legal counsel for review.

3. OLD BUSINESS

None at this time.

4. PUBLIC COMMENTS

None at this time.

5. ADJOURNMENT

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

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

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

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

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