

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS & POLICIES COMMITTEE

MEETING MINUTES

February 12, 2025, 4:00 PM

Glenview Public Library

Conference Room

Board Members Present:

Tom Blanchard, Ruth Rosenblum, Kathy Vega

Staff Members Present:

Lindsey Dorfman - Executive Library Director, Christine Klimusko – Business & Finance Director, Georgia Delis – Human Resources Coordinator, Emily Baker – Administrative Assistant

1. CALL TO ORDER AND ROLL CALL

Committee Chair Rosenblum called the meeting to order at 4:09 p.m. and the roll was called.

2. UNFINISHED BUSINESS

None.

3. NEW BUSINESS

a. Review and recommendation for approval of the following policies:

i. Compensation Philosophy and Policy

Committee members reviewed and recommended edits to a drafted policy regarding the Library's employee compensation philosophy, presented by Executive Director Dorfman.

ii. Use and Disclosure of Social Security Numbers Policy

Committee members reviewed a drafted Use and Disclosure of Social Security Numbers Policy presented by Executive Director Dorfman.

iii. Smoke-Free Workplace Policy

Committee members reviewed and recommended edits to a drafted Smoke-Free Workplace Policy presented by Executive Director Dorfman.

iv. Meeting Room Policy

Committee members reviewed and recommended edits to a draft of an updated Meeting Room Policy presented by Executive Director Dorfman.

v. Employee Resignation and Separation Policy

Committee members reviewed and recommended edits to a drafted Employee Resignation and Separation Policy presented by Executive Director Dorfman.

vi. Progressive Discipline Policy

Committee members reviewed and recommended edits to a draft of an updated Progressive Discipline Policy presented by Executive Director Dorfman.

MOTION: Moved by Trustee Rosenblum, seconded by Trustee Vega, to approve the above policies as amended for recommendation to the Board of Trustees for adoption.

Roll call.

Ayes: Trustees Blanchard, Vega, Rosenblum; Nays: 0. Motion carried.

4. OTHER

None.

5. PUBLIC COMMENT

None.

6. ADJOURNMENT

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

MOTION: Moved by Trustee Vega, seconded by Trustee Blanchard, to adjourn.

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

The meeting adjourned at 5:19 p.m.

Respectfully submitted,

Ruth Rosenblum, Committee Chair
Glenview Public Library Board of Trustees
Bylaws & Policies Committee