

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS & POLICIES COMMITTEE

## MEETING MINUTES

March 3, 2025, 4:00 PM

Glenview Public Library

Conference Room

### **Board Members Present:**

Ruth Rosenblum, Kathy Vega

### **Board Member Attending Virtually:**

Tom Blanchard

### **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 4:00 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. Grievance Policy**

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

#### **ii. Drug & Alcohol Abuse Policy**

Committee members reviewed a draft of an updated Drug & Alcohol Abuse Policy presented by Executive Director Dorfman.

#### **iii. Nepotism Policy**

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

**iv. Introductory Period Policy**

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

**v. Employee Workweek, Overtime and Break Policy**

Committee members reviewed and recommended edits to a drafted Employee Workweek, Overtime and Break Policy presented by Executive Director Dorfman.

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

Voice vote.

Ayes: 3; Nays: 0. Motion carried.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

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