

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

MONDAY, JUNE 12, 2017

3:30 P.M.

PRESENT: Carolyn Massey, Gary Vander Meer.

ABSENT: Joseph Mitchell

ALSO PRESENT: Emily Faulkner, Patricia Adamkiewicz

1. Call to order: 3:30 p.m.
2. Public Comments: None.
3. Approval of May 9, 2017 Committee Minutes. Vander Meer moved to approve seconded by Massey. Minutes approved.
4. DISCUSSION/ACTION ITEMS
 - a) Faulkner presented both the Study Room Use Policy and the Meeting Room Policy. Her recommendation was that the Policy that the Board has to approve be separate from the actual procedures. The reason being is that the policy would be in place and if there were any changes to procedures they could be made and then just let the Board know.

There were some minor changes in the Study Room procedures and Meeting Room procedures. The number of occupants in each room needs to be re-checked. The policies will be brought to the Full Board at June Board Meeting.

- b) Personnel Manual. Several more sections of the manual were looked at such as the dress code, personal property, patron confidentiality, communications, use of electronic and telephone equipment, and Trustee/employee relations. Only minor changes were made. The committee will continue to review the rest of the policy at their next meeting.
5. Adjournment. The committee adjourned at 4:45 p.m.

Respectfully submitted,

Patricia Adamkiewicz

Deputy Administrator