

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

MAY 9, 2017

2:30 P.M.

PRESENT: Carolyn Massey, Gary Vander Meer, Joseph Mitchell, Emily Faulkner.

Call to Order

The meeting was called to order at 2:30 p.m.

Public Comments

None

DISCUSSION/ACTION ITEMS

a) Review of Meeting Room / Study Room Policy

Emily Faulkner presented the policies to the committee that had been updated. It was suggested that the Meeting Room and Study Room policies be separated into two policies. The committee reviewed the changes in both policies. Only a few changes were made to the Study Room Use Policy. The use of 'non-residents' was changed to DeKalb Card holder or card holders of reciprocal libraries. Tutors must purchase a card to use study rooms to tutor and this will also include Internet access. The Library is not responsible for materials left in the rooms.

The Meeting Room policy was discussed. The main changes in this policy had to do with fees. The fees were lowered in most cases. The section on 'library not responsible for any accidents...' we eliminated. Liability Insurance would be needed for rental of lobby or great room. The cost for Wi-Fi after hours was added for a cost of \$10.00.

b) Personnel Policy.

The committee reviewed the first 8 sections of the Personnel Policy. In those sections there were minimal changes. Under promotions some wording was removed. More sections will be added for each meeting.

The Committee will meet one more time to review the Meeting Room and Study Room policies and bring it to the Board for approval in June.

The committee will continue to meet to review the Personnel Policy.

Adjournment

The meeting adjourned at 4:15 p.m.

Respectfully Submitted,
Patricia Adamkiewicz
Deputy Administrator