

SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS – PLANNING AND POLICY COMMITTEE
MINUTES OF THE COMMITTEE MEETING:
September 15, 2022

A. Call to Order:

President Fanselow called the meeting to order at 6:30 p.m.

Note: Pledge of Allegiance was observed, though not listed on the agenda in error.

B. Roll Call:

Present: President Audrey Fanselow; Vice President Diana Caffero; Trustee Karen Lima.

Also Present: Valerie Marshall, Library Director; Laura Williams, Deputy Library Director.

C. Guest and Public Commentary - none

D. 2022-2024 Policy Review Schedule

1. Committee members agreed to present the proposed Policy Review Schedule to the Board with no changes.

E. Credit Card Policy Review

1. Director Marshall noted that she replaced the term “Board of Education” with “Library Board of Trustees” from the existing Credit Card Policy approved in 2017.
2. President Fanselow suggested replacing the word “school” with the word “library” on page 2 of the existing Credit Card Policy.
3. President Fanselow suggested that page 2 of the Credit Card Policy be converted into the form which library employees must sign when issued a Library commercial card.
4. Committee will present the proposed policy to the Board with these suggested changes.

F. Technology Lending Policy Review

1. Director Marshall noted that the Library is awaiting a response from the Illinois State Library which provided grant funds to purchase technology devices to circulate as to whether these devices are required to have a filter if our policy states we are only circulating devices to patrons age 18 or older.
2. Director Marshall noted that the library is awaiting a response from the Illinois State Library which provided grant funds to purchase technology devices to circulate as to whether the MacBook the library purchased will be covered by grant funds and, if so, whether the device must circulate or if it can be used by staff for the updating and maintenance of other circulating Apple devices.

G. Spending Authorization Policy Review

1. President Fanselow submitted a Spending Authorization Policy draft for review by other committee members.
2. Trustee Lima suggested that on page one of the policy related to bona fide emergencies, the Director will confer with the Board President AND the Vice President or Treasurer when making a purchase, instead of OR.
3. Committee will present the proposed policy to the Board with this suggested change.

H. Adjournment

A MOTION was made by Trustee Caffero and seconded by Trustee Lima to adjourn the meeting at 7:33 p.m. Motion carried unanimously.

- I. The next Board Meeting will be September 22, 2022 at 7:00 p.m.

Minutes recorded by:

Valerie Marshall, Library Director
Schiller Park Public Library