

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE POLICY COMMITTEE
AUGUST 10, 2023**

A. Call to Order

- a. President Fanselow called the meeting to order at 6:00p.m.

B. Pledge of Allegiance

C. Roll Call

- a. **Present Trustees:** Audrey Fanselow, President; Diana Caffero, Vice President.
- b. **Also Present:** Valerie Marshall, Library Director.
- c. **Absent:** Trustee Karen Lima.
- d. A quorum was present.

D. Guests and Public Commentary - none

E. Discussion of proposed changes to the Loan Periods policy.

- a. Director Marshall presented a request from a patron to extend the loan period of feature films to three (3) weeks.
- b. Director Marshall proposed that new loan periods for DVDs be considered part of the Circulation Policy, which will be moved up on the calendar as the next policy the committee reviews. The changes she proposed to loan periods, in consultation with the Circulation Services Manager, are as follow:
 - i. Video Fiction (New Feature Films) be extended from three (3) days to seven (7) days
 - ii. Video Fiction (Older Feature Films) be extended from one (1) week to two (2) weeks
 - iii. Add a category for DVD series/sets and loan them for three (3) weeks.
- c. The committee agreed to consider these proposed changes as part of a revised Circulation Policy at the next committee meeting.

F. Discussion of proposed changes to the Use of Library Facilities Policy

- a. The committee agreed with the proposed changes to the Use of Library Facilities Policy presented by Director Marshall, including a policy name change to Patron Code of Conduct.
- b. Director Marshall will present the revised Patron Code of Conduct, with minor edits as suggested by the committee, at the September 14, 2023 Board meeting.

G. Adjournment

- a. A MOTION was made by Trustee Caffero and Seconded by Trustee Fanselow to adjourn the meeting at 6:38pm. Motion carried unanimously.

Respectfully submitted,

Valerie Marshall

Library Director & Recording Secretary