

Yorkville Public Library
Policy Committee Meeting
Monday, October 19, 2020 6:00pm
902 Game Farm Road – Conference Room

The meeting was called to order at 6:03pm by Chairperson Julie Brendich and roll was called.

Roll Call: Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes, Theron Garcia-yes

Others Present: None

Recognition of Visitors: None

Amendments to the Agenda: None

Public Comment: None

Staff Comment: None

New Business:

Approve Revised Meeting Room Policy

At the October Board meeting, Trustees discussed revising the meeting room policy. This meeting of the Policy Committee was called to make those revisions to allow additional flexibility for the Library Director. The committee reviewed the current policy as well as recommended revisions from the Library Director.

Discussion

The committee questioned the hours for public meeting availability being after 3:00pm and it was suggested hours not be included. The Director asked to reserve priority for Library-sponsored events. A limited group size and only 1 group per day were suggested due to the current pandemic. The Committee decided the policy should allow capacity according to fire code and current CDC guidelines during the pandemic. Groups who are exempt from paying must have one adult who is a library card holder.

The Committee did not feel it was necessary to hire extra staff to clean after meetings. They said if food is served, there should be a cleaning charge. During the pandemic, they felt no food or drink except bottled water should be allowed in the meeting room. After the pandemic, a cleaning fee should be charged if food is served. After the pandemic, if there is more than one meeting per day, staff will need to clean the room. They discussed a refund if the organization that meets, cleans the room and leaves it as they found it.

Highlights of revisions to be made:

1. Regulations #14 and #15 to be consolidated.
2. 'Hold harmless' clause to be added to Regulations and the Reservation form.
3. Fee updates to be made and meeting room reservations, rental fees may be waived at discretion of Director.
4. Add language stating Library-sponsored activities receive priority. Community-based activities need to start ½ hour after opening or before closing unless exception made by Director.
5. Capacity will follow CDC guidelines if in place.
6. Meeting room reservations can be adjusted at Director discretion.
7. Add 'no glitter' under #3 of Regulations.
8. Regulation #17 regarding reservations, change language to: no more than 90 days in advance, but at least 2 weeks in advance are appreciated. No reservation will be guaranteed until contract completed and returned.

The revisions will be presented to the full Board of Trustees for approval in November.

Executive Session: None

Adjournment:

There was no other business and the meeting was adjourned at 6:57pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker