

**Yorkville Public Library**  
**Policy Committee Meeting**  
Monday, February 3, 2025 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Policy Committee meeting was called to order at 6:00pm by Chairperson Keri Pesola, roll was called and a quorum was established.

**Roll Call Committee Members:** Tara Schumacher-yes, Keri Pesola-yes  
Absent: Theron Garcia

**Others Present:**  
Library Director Shelley Augustine

**Recognition of Visitors:** None

**Public Comment:** None

**New Business:**

**Review and Draft Change Recommendations for the Full Board on the Following Policies**

**Circulation**

**Collection Development**

**Library Service**

**Internet**

Chairman Pesola stated the reason for this meeting was to update the policies listed above. The most notable changes are listed below. Other minor changes were also made.

**Circulation Policy:**

**Eligibility for Library Service:**

--Point D--Cards for Kids is now mandated and info is posted on website.

**Loan Regulations and Fees:**

--Point G--Will look at action for sending patrons to collection of fines for certain delinquent materials

**Circulation:**

--Point D--Study room reservations info added under “Tutoring Guidelines & Procedures”

--Recommend removal of Non-profit policy

--Point J--Cellular Phone policy changed to allow usage in the library

**Collection Development Policy:**

This was revised in 2022.

--Point A: Commitment to Intellectual Freedom: States that selection of items in the library does not constitute endorsement.

--Point C: Spells out staff roles.

--Point E: Censorship—the Request for Reconsideration form will be re-attached to the policy.

### **Library Service Policy:**

#### **Library Services**

- Point A: Library Tours—spells out scheduling, who can provide tour, supervision, other rules.
- Point B: Programming Policy—info on how presenters are selected, ADA info.
- Point D: Friends of the Library— have own bi-laws, own entity and Board, etc.

#### **The Public**

- Point A: Patron Use and Behavior Policy—this was updated in 2022, attorney approved the language. Will remove Point 15 regarding Covid--can be revisited if needed. Last paragraph is discussed later in policy (discusses expulsion from library or police contact if needed.)
- Face Coverings/Face Mask Requirement--will be removed from policy.
- Point B: Volunteers--library does not accept court-ordered volunteers.
- Point C: Renamed “Americans with Disabilities Act Compliance”, vetted by attorney 2022.
- Point D: Homebound Library Service—provided by Circulation Manager. Suggested that there be no limits on number of materials delivered during once-a-month deliveries. If an outreach person is hired, deliveries could become part of their job. Ms. Schumacher asked if volunteers could do deliveries—employee does go on regular basis.
- Point E: Unattended Children in the Library—committee discussed age requirements, Chief of Police says there is no law. Director looked at 12 libraries and found age ranges of 7-10 years old, will provide list of other libraries and ages. **Decided to have full Board discussion and also on age range of responsible caregiver, possibly age 14??** If a youth is still in library at closing, parent/caregiver to be contacted or Police Department. Two staff members will remain with child, staff never allowed to transport.

### **Internet and Computer Use Policy:**

Ms. Augustine said this policy lists the responsibilities of patrons while using the library wi-fi.

#### **Filtering:**

- Point D: Filtering--added this since government funding was received for internet services, types of filtering are listed.
- Point F: Social Media Policy—this policy was completely revised, discusses how it's monitored by staff and items that are not allowed.

The revisions to these policies will be presented to the Board of Trustees at their next meeting.

**Executive Session:** None needed

**New Business cont.** None

### **Adjournment:**

There was no other business and the meeting was adjourned at 6:51pm on a motion by Ms. Pesola and second by Ms. Schumacher.

Minutes respectfully submitted by Marlys Young, Minute Taker