

## APPROVED W/ CORRECTIONS 2/12/18

**Yorkville Public Library**  
Policy Committee  
Monday, January 29, 2018, 7pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:10pm by Chairman Darren Crawford.

**Roll Call:**

Darren Crawford-yes, Wamecca Rodriguez-yes  
Absent: Krista Danis

**Others Present:**

Library Director Elisa Topper, Trustees: Russ Walter, Carol LaChance, Theron Garcia (left 8:54pm),  
Susan Chacon (left 8:11pm)

**Recognition of Visitors:** None

**Public Comment:** None

**New Business:**

**C. By-Laws** (out of sequence)

**Participation Requirements**

The committee decided that if a Board member does not attend meetings for 6 months (rather than one year as current policy states) a Board vacancy will exist.

**Resignation**

It was also recommended that Trustees who resign from the Board should submit their notice a minimum of 2 months prior to leaving.

**B. Review of Library Policies** (out of sequence)

**Sexual Harassment**

The proposed policy was received from the attorney and ILA. The committee discussed with whom a complaint should be filed, whether it be the supervisor, EEOC and/or police. The committee decided the policy was OK as presented and it will move forward for a vote at the next Board meeting.

**Collection Development/Censorship**

Ms. Topper said the attorney stated it is OK to have religious material classified as “Christian Fiction” in the card catalog system, however, no religious symbol should be placed on the book/material. Non-religious labels were also considered.

Ms. Rodriguez suggested creating a section “*E. Material Identification*” in the policy for religious material designations and that the designation should be “religious fiction”. ALA language is to be included in the new section E and the revised policy will be brought to the next Board meeting

In a related matter, Ms. Rodriguez said the library should welcome all religious groups who may want to use the library meeting rooms. The meeting room policy will be revised accordingly.

**A. Review of Intergovernmental Agreement (IGA)** (out of sequence)

The following points/topics in the IGA and proposed changes were discussed:

1. The IGA does not list the Board Secretary as a check signer. Language will be changed to reflect two signers are needed: the City Finance Director and a Board officer or two Board officers.
2. City owns the library land and building
3. Discussion of \$300,000 to \$400,000 in a library account from sale of bonds, earmarked for building. Bonds were re-negotiated and moved to a different account not designated for specific uses.
4. Levy that was not done for bond payments, but situation later rectified.
5. Discussion of section 5.2 in IGA, regarding annual calendar for rental space in the library. Talked about available meeting space in city overall. Committee said it would be difficult to provide an annual calendar due to programming.
6. Number of employees needed for safety and assistance, IMRF issues related to 1,000 hours restriction.
7. Provide some space to city in exchange for maintenance outside.
8. Cleanup of rooms by *Parks Department* encouraged when they use space. Only occasional use by *Parks Department* encouraged so paid rentals can be scheduled. *Parks Department* collects a building use fee in program fees. Library Board room is part of administrative suite and not available for “non-library use”. Also decided that study rooms and children's areas not to be used for meeting space. This language will be incorporated into agreement.
9. Ms. Topper noted that adult programs are done in 3 month increments. Committee suggested planning for 6 months in advance.
10. Proposed language to provide a 6-month schedule of Michelle Pfister Meeting Room and Youth Services meeting space. Youth Services program and work rooms areas to be used exclusively for library-sponsored events. Ms. Garcia suggested “meeting room rental agreement” for group rentals and new language drafted. Consideration of security of building/meeting rooms when groups rent rooms.
11. Talked about advertising for festivals. Section 5.6 gives free space at Hometown Days, committee encouraged participation in this event.
12. Mr. Crawford made motion to strike #6. City places value of \$49,000 on services provided, committee wishes to obtain breakdown for cost of each service.
13. After documenting library needs, present to city for review, then both parties need to meet to reach agreement. Need to know what services not provided so budget can be created
14. Discussion of building study and city's earlier request for library to reimburse cost
15. City stated they will not cover cost of painting library (library has already paid bill)
16. Library checks printed on library stock, possibly print on city stock to save money, however, different account numbers
17. Discussed City request for information regarding library stats
18. Book purchases made with donations, Friends group and memorials when lack of money
19. IGA to be placed on Administration Committee agenda and library Board members will attend meeting
20. No personnel reviews found at city hall for previous Director

Summary: Ms. Rodriguez will make revisions to the IGA and send to all trustees prior to the library board meeting on February 12. The document will be forwarded to the Administration Committee after the board meeting.

**Adjournment:**

There was no further business and the meeting was adjourned at 9:44pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker