

APPROVED 9/10/18

Yorkville Public Library

Policy Committee

Wednesday, August 8, 2018, 7pm

902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by Chairman Darren Crawford and roll call was taken.

Roll Call:

Darren Crawford-yes, Wamecca Rodriguez-yes,

Absent: Krista Danis

Others Present:

Library Director Elisa Topper, Trustee Theron Garcia

Recognition of Visitors: None

Public Comment: None

New Business: Review of Library Policies

The purpose of the meeting was to review changes and revisions to the Board policies. Ms. Topper said the changes shown in red in the policy, are additions/deletions.

Board Borrowing

The first item discussed was Board book borrowing. All Board members will be eligible to receive a library card and will not be subject to fines. Ms. Topper said this is standard in libraries. All staff members are also eligible. The committee agreed with this and this proposed change will be taken to the full Board for approval.

Electronic Participation at Meetings

The wording for this policy addition was provided by the attorney. A Board member unable to attend, but wishing to participate electronically must notify the Board secretary and the absence can only be for the following reasons: personal illness or disability, employment purposes, business of the Library, family emergency or other emergency. Ms. Topper said she will request the Board vacancies be filled as soon as possible since two board members are physically unable to attend at this time. Attendance in these cases, can be by voice/conference call or video equipment or possibly i-pad. The Board must vote with a motion and vote following the roll call, to allow the electronic participation and announce the participant and the participation method. Ms. Topper will consult the attorney to determine if this action must be taken at each meeting to allow electronic participation. Stipulations regarding what constitutes a quorum will also be added to the policy. This change will be presented to the full Board for approval.

DVD Policy

The current DVD policy will be eliminated as of September 1, 2018 and Ms. Topper will advise the media. The changes are: DVD's (except new ones) may be renewed one time. Also, there will no longer be a fee for DVD usage. This also moves to the full Board for approval.

Fees

A \$25 cleanup fee is being recommended if food is served during meeting room rentals. The base rate for 3 hours is suggested to be \$75. Ms. Topper noted that she attended the recent grand opening for Casey's and was able to secure refreshments for storytime in December. She also applied on-line for \$450 funding and tote bags from Casey's for the upcoming ice cream social.

Disaster Plan

Ms. Topper questioned whether the safety policy should be included in this plan. She said the Disaster Plan should be tabled until October and she will obtain samples from other libraries. City employee names, repair companies/contacts and computer tech person will be updated as well. A list of emergency contacts will be revised and posted in each work area. Mr. Crawford asked if each employee is familiar with flashlight/fire extinguisher locations.

Ms. Topper said there will be active shooter training on October 5th and also training for CPR, AED and first aid. Mr. Crawford added there should be CPR training for staffers who work with kids and there should be a child AED also. Ms. Rodriguez provided the name of a local CPR trainer who would come to the library for training. Required training language should be included in the safety policy, said Mr. Crawford. For emergency events at the library, the committee agreed there should be wording in the policy that states 2 requirements: the Director must be notified of the event and an Incident Report must be completed within 24 hours by all who witness or assist, and given to the Director or department head. The report forms will be available on-line and in the policy book and all reports will be kept in a file. Ms. Topper will determine if the city needs the completed forms as well.

A fire drill will be held in the fall with patrons (no children) in attendance. Ms. Rodriguez pointed out that a evacuation plan and route should also be posted in the library and employees need to be informed prior to the drill. Fire extinguishers and AED locations should be included on the map, said Mr. Crawford.

In another matter, it was noted that Mr. Walter had asked that a roof company be contacted regarding the cost of gutters that prevent debris from entering. Ms. Topper made the inquiry and found a cost of \$40,000. The committee felt this was cost-prohibitive.

Ms. Garcia summarized the actions of this meeting as follows: the committee recommended approval of the bylaw changes, table the Disaster Plan, research to come back to the Policy Committee and Ms. Topper will contact the attorney to determine if a vote must be taken at each meeting to approve electronic participation.

Adjournment:

There was no further business and the meeting was adjourned at 7:53pm on a motion by Mr. Crawford and second by Ms. Garcia. Voice vote approval.

Minutes respectfully submitted by Marlys Young, Minute Taker