

**Forest Park Public Library
Policy Committee Meeting Minutes
Thursday, August 23rd 2018 @ 2:00 PM
Orrin Thorson Conference Room**

Committee Attendees Present: Susan Farnum, Alicia Hammond, Karen Childs (Interim Chair), Pilar Shaker, Lin Beribak (Temporary Committee Member). Absent: None

Guests: None

Opening of Meeting

- A. Meeting was called to order at 2:01pm by Karen Childs
- B. Roll Call
- C. Agenda approved. Motion was made by Pilar Shaker, seconded by Lin Beribak. Motion carried.
- D. Guest Comment: None
- E. Approved minutes from July 3, 2018 policy committee meeting. Motion by Pilar Shaker, seconded by Karen Childs. The motion carried.

New Business

- A. A motion was made by Lin Beribak to approve the Draft Photography and Filming Policy. The motion was seconded by Alicia Hammond. No discussion. The motion carried with all in favor.
- B. A motion was made by Susan Farnum to approve the Draft Parental Leave Policy. The motion was seconded by Lin Beribak. Brief discussion during which Lin Beribak pointed out a typo. The motion passed with all in favor.
- C. A motion was made by Alicia Hammond to approve the Draft Social Media Policy. The motion was seconded by Karen Childs. Brief discussion about staff monitoring the social media pages for unacceptable use. The motion passed with all in favor.
- D. A motion was made by Susan Farnum to approve the proposed updates to the Internet Use and Electronic Device Policy. The motion was seconded by Lin Beribak. Brief discussion to clarify Appendix A and eliminate a redundant sentence. The motion passed with all in favor.
- E. A motion was made by Karen Childs to approve the proposed updates to the Bereavement Policy. The motion was seconded by Pilar Shaker. No discussion. The motion passed with all in favor.
- F. A motion was made by Pilar Shaker to approve the proposed updates to the Personnel Policy. The motion was seconded by Susan Farnum. Brief discussion of the updates which

were limited to language clarifications, typo corrections, and spacing errors. The motion passed with all in favor.

G. A motion was made by Susan Farnum to approve the proposed updates to the Library Policy. The motion was seconded by Karen Childs. Discussion was had regarding the proposed updates which included updating the Village's demographics and correcting language and spelling errors. The motion passed with all in favor.

H. A motion was made by Lin Beribak to approve the proposed updates to the Board Policy manual and By-Laws. The motion was seconded by Susan Farnum. Discussion regarding the proposed updates which were limited to language updates and the addition of a sentence referencing a Trustee's responsibility as a public figure. The motion passed with all in favor.

Adjournment

Meeting adjourned at 2:25pm. Motion made by Susan Farnum, seconded by Karen Childs. Motion carried.

Respectfully submitted,

Pilar Shaker
– Policy Committee/Library Director