

**Glenview Public Library  
Bylaws & Policies Committee Meeting Minutes  
Thursday, January 27, 2022  
Multipurpose Room  
5:00 p.m.**

**PRESENT:** M. David Johnson Ruth Rosenblum Carol Schmitt  
**(Board)**

**PRESENT:** Lindsey Dorfman, Library Director  
**(Staff)** Teri Room, Assistant Direct  
Christine Klimusko, Business Manager

**1. CALL TO ORDER AND ROLL CALL**

Committee Chair Schmitt called the meeting to order at 5:00 p.m. and the roll was called.

**2. UNFINISHED BUSINESS**

- a. **Review and Approve Section 3 of the Policy Manual**

The Bylaws and Policies Committee reviewed the Patron Behavior Policy.

**MOTION** Moved by Trustee Johnson, to update the draft provided by Trustee Johnson.

Trustee Johnson distributed his edits to the Patron Behavior Policy to the committee. Johnson thought that the policy needed a little more detail and he noted that the Patron Behavior Policy serves as a guide to both staff and patrons. The Committee discussed his suggestion and agreed with some of the changes. Trustee Rosenblum suggested that the guidelines be listed by groups of related topics, with subheadings.

The Committee also reviewed the Internet Policy and discussed the use of computers by minors.

**Library Director Dorfman will make the suggested revisions to the Patron Behavior Policy and the Internet Policy and will provide the revised drafts to the Committee for their review at the February Bylaws and Policies Committee Meeting.**

**3. NEW BUSINESS**

**a. Review Section 4 of the Policy Manual**

**Library Director Dorfman shared Section 4 of the Policy Manual to the Committee this afternoon which has quite a few policies to be reviewed. She noted the new Collection Development Policy. She explained that the leadership team took the Library's Collection Development Plan and simplified it into a policy. A number of policies were updated. As in the past, Dorfman included the old policy and the revised policy for comparison purposes. She also listed those policies that she would like to remove from the Policy Manual.**

**Dorfman asked the Trustees to take the next few weeks to review Section 4 and be ready to discuss Section 4 policies at the February meeting.**

**Section 5 is a shorter section; Section 6 is the Personnel Policy Section. Dorfman has sent Section 6 to the Library's attorney for review, and the attorney will ensure the Library's personnel policies include best practices.**

**4. OTHER**

**The next Bylaws and Policies Committee Meeting will be held February 23, 2022, at 4:00 p.m. in the Conference Room.**

**5. PUBLIC COMMENTS**

**None at this time.**

**6. ADJOURNMENT**

**There being no additional business to be brought before the Committee, Committee Chair Schmitt, requested a motion to adjourn.**

**MOTION** Moved by Trustee Johnson, seconded by Trustee Rosenblum, to adjourn.

**Voice vote taken. All ayes. No nays. Motion carried.**

**The meeting adjourned at 5:48 p.m.**

**Respectfully submitted,**

**Carol Schmitt, Committee Chair  
Glenview Public Library  
Bylaws and Policies Committee**