

**POLICY AND PERSONNEL COMMITTEE MEETING
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY**

DECEMBER 14, 2017

CALL TO ORDER: at 11:01 a.m.

Present: Trustees Jeffry Butler, Archie Needam, Andrew Smith

Absent: None

Also present Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services, Heather Sturm, Communications Manager Amy Roth, and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA:

None

PUBLIC COMMENTS:

None

MINUTES OF THE APRIL 6, 2017 POLICY AND PERSONNEL MEETING:

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the April 6, 2017, board meeting as written.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

POLICY AND PERSONNEL MEETING 4-06-17 MINUTES APPROVED

NEW BUSINESS:

Wireless Internet Access Policy

The Wireless Internet Access Policy is now part of our Computer/Internet policy. We recommend that this policy be rescinded as superseded.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors rescind the Wireless Internet Access Policy as superseded.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO RESCIND WIRE INTERENET
ACCESS POLICY AS SUPERSEDED APPROVED**

Ereader Policy

The Ereader Policy is now part of our Circulation policy. We recommend that this policy be rescinded as superseded.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors rescind the Ereader Policy as superseded.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO RESCIND EREADER BORROW
POLICY AS SUPERSEDED APPROVED**

Official Communications and Public Information Policy

The Official Communications and Public Information Policy lays out how we communicate with the public and this is now a regular part of how we do business. We recommend that it be rescinded as no longer needed.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors rescind the Official Communications and Public Information Policy as no longer needed.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO RESCIND OFFICIAL
COMMUNICATIONS AND PUBLIC INFORMATION POLICY AS NO LONGER
NEEDED APPROVED**

Community Profile Policy

The Community Profile application is no longer available. We are asking this policy be rescinded as no longer needed.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors rescind the Community Profile Policy as no longer needed.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RESCINDING OF COMMUNITY PROFILE POLICY AS NO LONGER NEEDED
APPROVED**

Social Media Policy

We revised and improved Social Media Policy to reflect more current practice and terminology and prohibit obscene content. We recommend it be approved as written.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors approve the Social Media Policy as written.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO APPROVE SOCIAL MEDIA
POLICY AS WRITTEN APPROVED**

Displays and Exhibits Policy

A new policy was written to govern our exhibits and displays. It outlines what you are allowed to display, restrictions, prohibitions and selection criteria. The policy is based on model policies we have reviewed and contains the usual disclaimers that we bare no responsibility in case of damage, theft or loss.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors approve the Displays and Exhibits Policy as written.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO APPROVE DISPLAYS AND
EXHIBITS POLICY AS WRITTEN APPROVED**

Bylaws of the Aurora Public Library

Bylaws of the Aurora Public Library were updated around our Strategic Plan. We no longer have to require information from people for Public Comment. We will incorporate this into our Public Comment Policy. The Buildings and Grounds Committee will now include the responsibility of preparing and maintaining capital plans for current and future years for all library facilities to be used in the budget planning process. The Technology Committee will be eliminated, as the responsibilities of this are a regular part of how we do business. In addition, the definition of a quorum was revised to reflect a majority of the whole not less than four Directors constitutes a quorum. Our annual meeting will move to February and add a provision for Trustees to notify the administrative office of attendance was added.

Andrew Smith moved, seconded by Archie Needam to recommend that the full Board of Directors approve the Bylaws of the Aurora Public Library as written.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: None

Motion carried.

**RECOMMENDATION TO THE FULL BOARD TO APPROVE BYLAWS OF THE
AURORA PUBLIC LIBRARY AS WRITTEN APPROVED**

APPROVAL OF POLICIES LISTED ON APPENDIX C APPROVED

ADJOURNMENT

On a motion by Andrew Smith, seconded by Archie Needam, the Policy and Personnel Committee voted unanimously to adjourn at 11:47 a.m.

Roll call on motion:

Yes: Butler, Needam and Smith

No: none

Abstain: none

Absent: none

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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