



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD POLICY COMMITTEE MEETING April 04, 2016

The meeting of the New Lenox Public Library District Board of Trustees Policy Committee was called to order at 11:04 a.m., by Trustee Broccolo on Monday, April 04, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Louis Broccolo, Michelle Monbrod, and Bonnie Ulstad

Absent: None

Staff present: Pilar Shaker, Director

Audience to Visitors

None

New Business

The Committee reviewed the Director's recommended changes to the Personnel Policy as follows:

- Some clarification was made to the language regarding who qualifies for overtime compensation so that it was clear that all non-exempt staff qualify. Page 8 of the Personnel Policy.
- The committee reviewed inconsistencies in the emergency closing policy. Currently staff that arrives for work after a late opening or prior to an early closing will get paid for their entire shift, staff that are called and told not to come in due to an early closing or late opening do not get paid. Additionally, if we close the library for an entire day due to weather or unforeseen circumstances everyone who was scheduled to work that day gets paid. Management staff has requested that the policy allow for all scheduled staff to get paid regardless of whether or not they arrive for work on a day that involves an early closing or late opening. Page 16 of the Personnel Policy. Trustee Broccolo stated that he felt that the policy should remain as written, those who arrive for work should get paid but those who have been notified not to come should not be paid. Trustee Ulstad stated that she was comfortable with paying scheduled staff that was told not to come in prior to an early closing. Trustee Monbrod suggested that it is difficult to tell people who may be reliant on their checks that they are losing hours due to circumstances outside of their control.
 - The Committee did not come to agreement on this issue and decided to open the discussion to the entire Board at the regular Board meeting on 4/11/16.

- The Committee reviewed suggested changes to the dress code based on a recommendation that we remove some of the specific items on the list and move towards a policy that indicates that we expect employees to dress appropriately and handle issues on a case by case basis. Director Shaker recommended that we remove items like leggings, tank tops and gender specific items that may be worn in a business appropriate manner. Director Shaker also recommended that we remove the requirement that women wear bras as it is problematic to enforce. Items that are prohibited for safety reasons or that are universally forbidden, like swimwear and workout wear would remain. Director Shaker also updated the policy to reflect how things are actually enforced with regards to blue jeans; they may be worn with NLPL logo wear.
- The Committee agreed to recommend acceptance of all recommended changes with the exception of the emergency closing payment policy which will be opened for discussion to the Board.

General Policy

- Director Shaker recommended the language that pertains to the amount spent on materials for patrons. Currently the policy states that the library spends 12% of its operating budget on materials. The library hasn't spent 12% on materials in many years so stating that we do in the policy is misleading. Director Shaker feels that achieving 12% is an important goal but suggests that we change the language to indicate that we strive to achieve that goal rather than that we do achieve that goal. Director Shaker also suggested that we change the same policy to state that the 12% is based on our tax income rather than our total budget.
- The committee reviewed the suggested change concerning the computer filtering. Currently the policy states that when a patron turns 18 their card is automatically changed from filtered to unfiltered. The computer system does not actually automatically change patrons when they turn 18 so this policy needs to be changed to read that patrons may request that their cards be changed to unfiltered after they turn 18.
- Director Shaker recommended that a new display case policy be added to supplement our public display policy. A recent incident regarding a patron complaint about a display by a local religious organization has led to the staff feeling that the display cases in the vestibule and on the second floor should be reserved for use by staff only. Staff is concerned that patrons will think that the library is endorsing certain religions with displays in the case in spite of the existing disclaimer indicating that the library does not endorse the beliefs or ideas displayed by outside groups. Another concern involves retaliatory behavior that is being observed; a religious group has reserved the case specifically because they were upset by another religious group's use of the case and this is not the intention behind allowing groups to use the case. Director Shaker feels that the Board should adopt a policy that is either inclusive of all non-profits, including

religious organizations, or prohibit public use all together; she does not think that it is advisable to disallow religious organizations.

- Committee members expressed concerns about creating a restrictive policy in response to the complaints of one patron
 - Trustee Broccolo thinks it would be a loss if we could no longer display some of our community's collections.
 - Director Shaker stated that we could still borrow the public's collections so long as the library was creating and taking responsibility for the display.
 - Director Shaker shared that it might be nice to use the second floor display for library historic documents.
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- The interlibrary loan policy has a suggested change limiting patrons to 15 ILLs per request. Currently patrons are not limited and on occasion patrons make requests for over 30 items and staff is tied up all day processing requests for one patron.
 - A suggested change to the circulation policy was made so that it reflects the fact that patrons are limited to a certain number of items in specific areas. Currently it inaccurately states that patrons aren't limited in any area.
 - The 32 GB was removed from the flash drive lending chart so that it wouldn't need to be altered every time we changed the type of flash drive we have.
 - A duplicated paragraph was removed from the Reference Policy
 - The policy was updated to reflect that printing is now available over the wireless network
 - The total for the operating budget and the corresponding fiscal year was updated
 - The Board meeting schedule was updated to reflect that the Board now meets on the second Monday of the month
 - The staff suggested that the Digital Media Lab policy be updated to allow any PrairieCat patrons to use the DML. Director Shaker noted that she would likely not recommend that it be opened beyond PrairieCat.
 - Director Shaker recommended that we clarify our disposal policy so that there isn't an implied priority in how we dispose of things and rather that we dispose of items in one of the approved ways.

- Director Shaker shared that she has been advised to add an employee dating policy. She will add one for review by the Board on 4/11/16.

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 11:57 a.m. Motion passed by unanimous vote.

Pilar Shaker, Director

Respectfully Submitted,
Pilar Shaker
Library Director