



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD POLICY COMMITTEE MEETING October 25, 2016

The meeting of the New Lenox Public Library District Board of Trustees Policy Committee was called to order at 4:02 p.m., by Trustee Broccolo on Tuesday October 25, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: None.

Staff present: Michelle Krooswyk, Director and Recording Secretary,  
Visitors: Susan O'Donnell, President of the Friends of the Library

### **Audience to Visitors**

- None.

### **New Business**

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

- Clarification was needed regarding Vacation policy that allows staff members to take off time during their birthday month. Vacation time cannot be taken for the first six months of employment, and it was recommended that staff be able to take their birthday time off immediately. Board members present were comfortable with this clarification.

The Committee reviewed the Director's recommended changes to the General Policy:

- For the Digital Media Lab policy, clarification was needed to explain the requirements of different age groups. The committee agreed with this clarification, and suggested that New Lenox residents take priority when reserving the Digital Media Lab.

The Committee discussed a new proposed policy concerning serving alcohol in the library:

- Director Krooswyk discussed quotes from current insurance agent and other local insurance agencies. It was also discussed that there would need to be an additional purchase of a liquor license from the Village of New Lenox. After discussion ensued, it was decided that the library would purchase the liquor license from the Village of New Lenox and the Friends would pay for the one-time event dram shop insurance to cover their spring gala event. Trustee Ulstad asked for clarification regarding wording to

specify events serving alcohol would need to be approved by both the Library Board of Trustees and the Director.

The Committee discussed a new proposed policy concerning Hombound Service:

- Director Krooswyk authored up a new policy to clarify a service that had been in place for the past few months. Committee members reviewed the proposed policy and did not have any additional comments on the format or content.

**Executive Session**

None.

**Adjournment**

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at a.m. Motion passed with all in favor.

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Michelle Krooswyk, Director

Respectfully Submitted,  
Michelle Krooswyk  
Library Director