

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, HELD AT THE PALATINE PUBLIC LIBRARY, 700 N. NORTH COURT, PALATINE, IN SAID DISTRICT AT 5:30 P.M. ON MARCH 25, 2009.

CALL TO ORDER

The meeting was called to order at 5:38 p.m.

ROLL CALL

Upon roll call, Trustees Heggem and Thomas and Director Strunk were physically present.

INTRODUCTION OF VISITORS

Joyce Griffin, Business Manager; Carol Haggerty, Circulation Manager; and Jill Jensen, Board Treasurer, were also present.

APPROVAL OF MINUTES

The minutes for the meeting of March 4, 2009 were approved as written.

DISCUSSION OF POLICY #2: LIBRARY OPERATIONS

The committee continued discussion of the policy provisions 2-1.1 through 2-4, all of which pertain to library cards and accounts. The committee discussed potential revisions. The committee will be recommending that Policy 2 be split into 2 policies. One policy would be named Library Cards and Accounts; the second would be named Library Operations, the current policy name. The committee will review the proposed revisions once more at the next meeting with plans to include a first review/discussion at the May Board meeting.

DISCUSSION OF POLICY #5 - FINANCE

The committee reviewed proposed revisions to the Finance Policy. Joyce and Susan will review proposed revisions and will draft language addressing them. The information will be shared and discussed at the next committee meeting. The committee discussed the portion of the policy

labeled "Investment Policy". Investment policies of other libraries have been received and may serve as a guide to the revision of the PPLD policy. Joyce and Susan will also review provisions of the Public Funds Investment Act to ensure all required policy provisions are included.

DISCUSSION OF ADDITIONAL POLICIES OR POLICY PROVISIONS WHICH NEED TO BE ADDRESSED

The second section of the operating policy will need to be reviewed. Pending policies include: photography in the library and a purchasing policy provision for the Finance Policy.

OTHER BUSINESS

Susan presented information about practices of area libraries regarding the Sunday closures before a Monday holiday. The practices vary widely and would not necessarily inform any decision to change or retain current PPLD practice.

NEXT POLICY COMMITTEE MEETING DATE

The next meeting of the Policy Committee is scheduled for 5:30 p.m. on Wednesday April 29, 2009 in the Director's office at the Main Library.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.
