



St. Charles Public Library
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**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 APRIL 26, 2022**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Tuesday, April 26, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), Director Edith G. Craig and Administrative Assistant Virginia Tsipas.

I. Call to Order

Trustee Kruse called the meeting to order at 6:59 pm and established there was a quorum.

II. Communications and Citizen's Comments – On Agenda Items

No Comments.

III. Director Review

The evaluation form for the director was taken verbatim from the director's job description. Trustee Gephart asked for confirmation that the job description was updated to include collective bargaining. Ms. Craig said yes. Ms. Craig stated staff evaluations are based on the four main tasks, in order of priority, from the specific staff member's job description. The evaluation is based on the Library's four core values, attendance, innovation and assigned goals. This process provides an evaluation rank.

Trustee Gephart sends the Trustees the director's evaluation form and once he receives all responses, he compiles ranking and comments provided. Ms. Craig stated her current goals are not part of the official process. Trustee Gephart would like to have goals listed and tracked that tie into policy, planning, fiduciary responsibility and budget status. Trustee Gephart stated the director's monthly report should include status of goals and obstacles for the director.

Trustee Gephart suggested a training session for Trustees in completing the director's evaluation. A Policy Committee meeting will be scheduled to further discuss this process. Ms. Craig will update the evaluation process to state the Trustees want a self-evaluation and goal review by the director. The Trustees would also like to see more participation from managers in the 360° review.

IV. Programming Policy

The Programming Policy is a new policy and mirrors the philosophy of the Library's Collection Management Policy. Ms. Craig received feedback from all programming managers and the EDI group. The policy states the general purpose, the importance of all programs supporting the EDI Statement, ALA principles aligned with the Collection Management Policy and ILA Serving Public

Standards. All programs are free of charge, with the exception a refundable deposit required for the babysitting program. Attendees receive a CPR certification upon completing the babysitting program.

The Programming Policy supports other Library policies with criteria not to allow hate speech or programs of a commercial nature. It is important for the Library to partner with other governmental agencies and to plan offsite and after-hours programs. This policy speaks to ADA accommodations, references gifts and donations to Friends of St. Charles Public Library and the St. Charles Public Library Foundation, hybrid programming and reconsideration of programs. If attendees do not adhere to the Library's policies, they can be asked to leave a program and the Library.

There is a typographical error on page four referencing "a annual drive" and it should be corrected to "an annual drive".

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Programming Policy, as amended. Carried unanimously.

V. Photography, Security Camera and Other Recording Devices Policy

This policy was updated to allow the public to take photographs and film inside the Library, as long as the public and staff are not threatened or harassed. Photographs and filming can be taken outside if they do not impede the ingress or egress of the public or staff to and from the Library building. The only permission required by the Manager in Charge is if someone wants to film using a tripod and/or lighting. Trustee Kruse asked for an example when permission is required. Ms. Craig stated if someone wants to use photography or filming for commercial reasons or if high school students have projects that would include photography or filming inside the Library. A liability clause was added by the Library's attorney.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Photography, Security Camera and Other Recording Devices Policy, as presented. Carried unanimously.

VI. Communications and Citizen's Comments – On Non-Agenda Items

No comments.

There was a request for the schedule of Library policies to be reviewed by the Board Trustees be included in the May Board packet. There was also a request that a Policy Committee meeting be scheduled.

Ms. Craig stated the Library receives requests from the public to donate artwork to the Library and a policy should be adopted to address these requests.

VII. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 7:47 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair