



St. Charles Public Library
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**MINUTES
POLICY COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
MAY 24, 2023**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, May 24, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), Trustee-elect Bonnie Dauer, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

I. Call to Order

Trustee Kruse called the meeting to order at 7:00 pm and established there was a quorum present through a roll call.

II. Library Policy Review Schedule

Ms. Buckson provided the committee with the table of contents of the current policy binder and a checklist prepared from a review of all policies. The discussion determined if each document is an actual policy, a legacy policy in the form of an ordinance or resolution, or a procedural document. The committee determined the need for new policies and policies that should be redrafted by Ms. Buckson and brought back before the Policy Committee.

- An Equity, Diversity and Inclusion (EDI) policy should be drafted and the EDI Committee should resume to continue their focused mission.
- The Freedom of Information Act (FOIA) policy should be revised and include a FOIA request form. A FOIA request can be received by email, however people will be encouraged to use the Board-approved request form.
- The Collection Management Policy should be revised and include the reconsideration process and form.
- The Credit Card Policy should be revised and state that approval by the Board is required of newly hired staff requesting a Library credit card. Procedures will be drafted for staff requesting use of a Library credit card.
- A Teen Volunteer Policy should be drafted in line with the existing Adult Volunteer Policy.
- If the Library disagrees with an American Library Association (ALA) policy, the Library should have a separate policy for that matter. ALA is an advocacy organization, not a legislative body.

- If a Dewey decimal policy is requested, that should be part of the Collection Management Policy.
- The Social Media Policy should be revised. The Library does not need to allow comments for any social media platforms. However, if comments are allowed, the Library cannot remove the comments.
- The Alcoholic Beverages Policy should be revised to address dram shop insurance required by the Library.
- The Meeting Room Policy will be redrafted as the existing policy is lengthy.

Motion by Trustee Gephart, second by Trustee Kaluzsa, that documents determined to be actual policies will remain in the Policy binder, and all other documents will be filed elsewhere. Carried unanimously.

Trustee Kruse requested a Policy Committee meeting to be scheduled at the June Board meeting.

III. Communications and Citizen's Comments

No comments.

IV. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 8:37 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair