



St. Charles Public Library
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 scpld.org

**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 NOVEMBER 15, 2023**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, November 15, 2023 at 5:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Mary Kruse, Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. One community member was present.

I. Call to Order

Trustee Dauer called the meeting to order at 5:02 pm and established there was a quorum.

II. Policies to Review

a. Identity Protection Policy

Recommended changes for this policy were only formatting. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Identity Protection Policy, as amended. Carried unanimously. This policy is not required for final approval by the Board. It will be posted on the Library website.

b. Collection Management Policy

Significant content changes are recommended for this policy. Ms. Buckson spoke with Adult Services Manager Amy Vidlak-Girmscheid and Youth Services Manager Kelly Stulgate regarding the new law on book banning. For the Library to be compliant and qualify for state grants, the Library adopts the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read.

Within the "scope" section of the policy, Trustee Gephart wanted to know who would make the determination that false or inaccurate resources would not be purchased. Selectors with master's degrees in the field would determine if the item is of an authoritative resource. Trustee Gephart requested that the proposed language "false or inaccurate resources will not be purchased" not be included in the policy.

Ms. Buckson said the Library purchases a majority of items recommended by patrons. She also receives weekly emails from self-publishing authors and sometimes those items are purchased to support local authors. The selectors have the authority for these decisions.

The Request for Reconsideration of Library Materials form has been included in the policy to provide patrons the right to express their disagreement with a selection. However, it may not affect the decision to purchase an item. If this option was not provided, it could be interpreted that the director would make the decision whether or not an item was pulled from the collection. This would not comply with the new law and disqualify the Library from state funding. If a patron feels their

request for reconsideration is not answered satisfactorily, they can appeal to the Board of Trustees. The Board's decision is final.

Within the "principles" section of the policy, Trustee Kruse appreciates the addition of the language stating "Library staff are not responsible for supervising children's use of materials. This is left to the discretion of the child's parent or guardian."

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approves the Collection Management Policy, as amended. Carried unanimously. This policy will be presented to the Board at the December meeting for final approval.

c. Record Keeping Policy

Recommended changes for this policy were formatting. It is recommended that this policy be reviewed in a couple years with regard to the Library's obligations of their loans. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Record Keeping Policy, as amended. Carried unanimously. This policy is not required for final approval by the Board. It will be posted on the Library website.

d. Employee Handbook Changes for Non-Union Staff

The Paid Leave for All Workers Act effective, January 1, 2024, was discussed at length to determine paid time off benefits for non-union staff. To be in compliance with this Act, beginning March 31, 2024, the stipulations of the law state that full-time employees should receive five days off a year for any reason, at any time.

Current policies for paid time off have different guidelines. Sick paid time off is to be used only for staff members and their immediate families for reasons listed in the policy. Vacation paid time off requires a two-week notice to the employee's manager for approval. Personal paid time off can be taken at any time without advance notice.

Motion by Trustee Gephart, second by Trustee Kruse, recommends the Board approve full-time, non-union staff receive five paid personal days, ten paid sick days, and four paid vacation weeks; and further recommend the Board approve part-time, non-union staff, receive five paid personal-prorated days, and that paid vacation time be reduced to three prorated weeks. Carried unanimously. The paid leave portion of the Employee Handbook for non-union staff will be presented to the full Board at the December meeting for final approval.

III. Discussion of policies to review in 2024

Ms. Buckson proposes that the Policy Committee reviews each policy every three years. The committee will review three-to-four policies with content changes at each meeting.

A policy review schedule was provided to the Committee for consideration. Because of staff and/or patron concerns on certain policies, there may be changes to the order in which policies are reviewed. It was suggested that the Meeting Room Policy, Unattended Child Policy and Code of Conduct Policy be reviewed earlier in the schedule, possibly in January 2024.

There may be policies to combine, e.g., the Covered Drinks and Food Policy and Exclusion of Patrons from SCPLD Policy to be combined with the Code of Conduct Policy. The Policy Committee can determine if the Media Policy be just be a statement on the website rather than a policy.

Trustee Gephart asked about the Ordinance Setting Fines, Costs and Other Penalties for Overdue Books and Materials and Other Offenses. Ms. Buckson said it would be on the December agenda. She believes it should be an ordinance rather than a policy because it speaks to financial matters for the Library.

A Policy Committee meeting was scheduled for January 17, 2024 at 5:00 pm.

IV. Communications and Citizen's Comments

No comments.

V. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kruse, to adjourn the meeting at 6:13 pm. Carried unanimously.



Bonnie J. Dauer

Policy Committee Chair