

**Elmwood Park Public Library**  
**Bylaws, Goals, Policy, Personnel Committee Meeting**  
**Thursday, June 15, 2017**

1. Chairperson Fosco called the committee to order at 7:02 p.m.
2. Upon roll call, the following Trustees were present:  
Peter Fosco, Diana Gordon, Elsa Volpe  
Also present: Library Director Tiffany Verzani, Assistant Director Jason Stuhlmann
3. There was no Unfinished Business before the committee.
4. The discussion of New Business was as follows:
  - a. Policy timeline: The policy timeline was accidentally excluded from the discussion packet and Director Verzani will send it out for review. She explained that it lists each policy and the dates when each will be up for review.
  - b. Policy Review
    - i. Meeting Room: The recommended changes are made to keep the policy in line with needs noted by staff for procedural changes. For example, the Office Manager could use the smaller study rooms as de facto meeting rooms in order to collect the for-profit use fee, as in the case of depositions.
    - ii. In-house Laptop Use: This is new policy sets guidelines for our new service. The committee were generally accepting of the recommended policy but asked that it be reviewed by the attorney and for staff to confirm if security tags or some type of mobile beacon can be added.
    - iii. Identity Protection Policy: While this policy applies to collection of staff SSN, because it is based on state law, it includes language related to SSNs of the general public. Therefore, it is important to add other examples of why we will not collect SSNs, such as applications for library cards. The committee recommends this policy for approval.
    - v. Public Comment Policy: There are no changes for the policy, but it is important to review and update date of review on the document. The committee recommends this policy for approval.
  - c. Donation Policy and Naming Rights: The committee looked at a sample policy from Quincy Public Library and discussed potential for using naming rights for rooms as a fundraising opportunity. The committee asked Director Verzani to draft a sample procedure that includes pricing.
5. On a motion from Peter Fosco and seconded by Elsa Volpe, the meeting was adjourned at 7:30 p.m.