

Elmwood Park Public Library
Minutes of the Bylaws, Goals, Policy, Personnel Committee Meeting
Wednesday, September 5, 2018 at 6:30 p.m.

1. The meeting was called to order at 7:02 p.m. by Chairperson Fosco, who was present by phone.

2. **Upon roll call**

Present: Peter Fosco, Elsa Volpe

Absent: Diana Gordon

Also Present: Library Director, Tiffany Verzani and Assistant Director, Jason Stuhlmann, and Head of Technical Services, Lucas McKeever

3. **Unfinished Business**

None

4. **New Business**

The committee discussed policy updates according to our timeline and as a result of some new library collections and state laws. Library staff gave overviews to the committee on each item before them.

Policy updates

The Gifts of Appreciation Policy was due for updating and staff recommended including something specific for staff who reach 25 years of service.

On a motion from Elsa Volpe and seconded by Peter Fosco, the Gifts of Appreciation Policy was approved for review by the board.

The Non-SWAN InterLibrary Loan policy was updated to strike out items related to rules governing our SWAN consortium. SWAN borrowing is already governed by our membership agreement and this policy is specific to items we borrow outside our 97-library consortium.

On a motion from Elsa Volpe and seconded by Peter Fosco, the Non-SWAN InterLibrary Loan Policy was approved for review by the board.

The Circulation Policy was update to include wording from a new state law regarding property rights for leases. Previously only property owners could get a library card where they own, but it has been extended to those leasing property. In addition, we took the opportunity to update language to allow for more special use cards for those experiencing homelessness, children visiting over the summer, and other such exceptions, as well as restrictions regarding new special collections.

On a motion from Elsa Volpe and seconded by Peter Fosco, the Circulation Policy was approved for review by the board.

Our Technology Librarian drafted a new 3-D printer policy and used ALA recommendations and other library policies as a guide.

On a motion from Elsa Volpe and seconded by Peter Fosco, the 3-D Printer Policy was approved for review by the board.

The committee reviewed the Personnel Policy, which has not been fully updated in several years. While many of the changes and insertions are for clarity and to protect the Library, there are recommendations for increased benefits, as well as wording for emergency closings recommended by the Board.

On a motion from Elsa Volpe and seconded by Peter Fosco, the Personnel Policy Manual was approved for review by the board.

5. There being no further business before the committee, on a motion from Elsa Volpe and seconded by Peter Fosco, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Peter Fosco, Chairperson

10/18/16
DATE