Meeting Minutes of the Policy and Personal Committee
Berwyn Public Library
Monday, October 24th, 2022
Library Board Room – 6:00 PM

Present: Trustee Pat Cagney, Board President Nora Laureto, Director, Tammy Sheedy, Trustee Erica Harris, Trustee Marta Rodriguez (arrived 6:05 PM), Trustee Maria Salinas (arrived, 6:12 PM, Guest: Quinn Stitt Absent: Paul Nudd

Trustee Cagney called the meeting to order at 6:03 PM.

Open Forum – There were no comments for Open Forum.

The committee approved the minutes of the
- September 21st, 2022 Meeting

Policy Review Items

a. Code of Professional Ethics
   There was a discussion on what where the ramifications on people not following the code of professional ethics. Tammy mentioned the library follows progressive discipline. Trustee Cagney asked what the details of progression discipline policy and Tammy shared the progressive discipline is
   1. Verbal Warning
   2. Written Warning
   3. Second Written Warning
   4. Suspension or Terminations
   Tammy also shared that this policy is in keeping with the City of Berwyn Handbook. Trustee Cagney asked where the progressive discipline policy was written. People thought the progressive discipline policy was in the Handbook or the contract. Tammy provided all the committee members with the City of Berwyn Employee Handbook. Tammy will share the Union Contract with the committee so we could look and see if Progressive Discipline is documented in it. The policy was tabled until the next meeting. After the approval of the committee and the Board this policy will need

b. Program Contract – the Committee approved this policy and forwarded to the full Board for approval

c. Investment Policy – the committee approved this policy and forwarded to the full Board for approval

d. Library Bill of Rights – the committee approved this policy and forwarded it to the full board for approval
**Board Self Evaluation**

The committee needed more time to review the amended evaluation Trustee Cagney sent out on 9/28/22. This was tabled until next month’s meeting.

**Outstanding Policies discussion – the following policies have been tabled for some time and Tammy and Pat wanted to bring them to the committee’s attention**

a. Meeting Room Policy was last reviewed in 2018 and not reviewed since then. There was a discussion that centered around groups who should be able to reserve rooms should likely be those who are community partners (the high school, Youth Crossroads, etc.), or groups who are meeting about events sponsored in part by the library. The rooms we are really talking about the Board Room and the Community Room. It was mentioned that ALA guidelines say every group should be able to reserve a room. Tammy was meeting with some other library directors later this week and will ask them what they do. We will also discuss how many times an organization can reserve a room each month. The committee will review this policy at the next meeting.

b. Patron Service Complaint Form – overall, the policy is long and wordy. Committee members will review this policy and we will discuss at our next meeting. Tammy may look at making some changes to this policy as well.

c. Volunteer and Community Service Form – The issue here is which volunteers need background checks and which ones do no. We briefly discussed volunteers with job coaches/supervisors may not need background checks. This policy was tabled until a future meeting.

d. FOIA documents – Tammy and Pat discussed these documents are really the city’s documents and the library doesn’t need to review these as it is the city’s responsibility to update them.

**Reference Librarian** – Tammy shared she was going to hire a reference librarian from an existing employee.

The meeting was adjourned at 6:50 PM.