



BERWYN PUBLIC LIBRARY

Meeting Minutes of the Policy and Personal Committee
Berwyn Public Library
Monday, January 16th, 2023
Library Board Room – 6:15 PM

Present: Trustee Pat Cagney, Board President Nora Laureto, Director, Tammy Sheedy, Trustee Erica Harris, Trustee Marta Rodriguez, Trustee Maria Salinas, Trustee Bridget Buckley

Trustee Cagney called the meeting to order at 6:17 PM.

Open Forum – There were no comments for Open Forum.

The committee approved the minutes of the

- November 21st, 2022 Meeting

Policy Review Items

Meeting Room Policy

The rooms we are referring to are the Board Room and the Community Room. The committee discussed changing who can reserve a room to just organizations who are community partners or other taxing bodies – like Youth Crossroads, Morton West High School, Park districts, Break the Silence Foundation. The city has a list of approved partners that we would like to use and if someone isn't on the city list, then the Library will vet the organizations and likely those organizations that will be positively vetted would be non-profits. There were some discrepancies in the revised policy so we tabled this until the next meet

Tammy and Pat will meet and make the changes to the policy and we will review at our next meeting.

Dress Code Policy

The committee reviewed the Dress Code Policy and forwarded it to the full Board for approval

Code of Professional Conduct

The committee reviewed the Code of Professional Ethics and forwarded it to the full Board for approval. Discipline Procedure is not spelled out anywhere so this was tabled until we can find out the discipline procedure.

Library Trustee Evaluation

The committee reviewed the Library Trustee Evaluation and forwarded it to the full Board for approval



Trustee Cagney mentioned there are future policies for the committee to discuss and they are

- Patron Service Complaint Form – which is long and wordy
- Volunteer Community Service Policy – someone who is supervised or has a job coach would not need to do a background check

Tammy Sheedy announced the committee will be reviewing in the next few months two new policies - the Security Camera Policy and the Social Media Policy.

The meeting was adjourned at 6:55 PM.