



## BERWYN PUBLIC LIBRARY

Meeting Minutes of the Policy and Personal Committee  
Berwyn Public Library  
Monday, May 15<sup>th</sup>, 2023  
Library Board Room – 6:15 PM

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

Visitor: Quinn Stitt

Trustee Cagney called the meeting to order at 6:01 PM.  
Open Forum – There were no comments for Open Forum.

### Policy Review Items

- **Board By-laws** – The committee reviewed the By-Laws which need to be voted on in the June meeting. There was a discussion on the member absences. The consensus was to include the word unexcused and calendar year. Tammy will rewrite that section for the June P and P Meeting.
- **Directors Evaluation** – The committee will review the Directors Evaluation and develop a new one. Nora will share the BDC's Directors Evaluation for the group to review. Pat will look into the Rails website for other evaluations

### New Business

- Collection Department Policy - The committee met and they will revise the policy for approval at the next P and P meeting. Tammy will email this policy to the committee before the June meeting.
- Digital Media Lab – Tammy would like us to wait a little more time before we review this policy. Tammy will email this policy to the committee before the June meeting.
- Patron Code of Conduct – It was announced that this policy will be reviewed in the June meeting. Tammy will email this policy to the committee before the June meeting.
- Job Descriptions – we may want to review the job descriptions this summer before the union contract. Tammy will look and let us know if we need to add any new or delete and existing job descriptions.

The meeting was adjourned at 6:30 PM.

