

**VILLA PARK PUBLIC LIBRARY
POLICY COMMITTEE MEETING
Minutes
Saturday, August 8, 2009**

Call to Order: Hubbard called the meeting to order at 9:30 a.m.

Trustees Present: Dan Hippensteel, Pat Hubbard, Steve Seddon.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary.

Introduction of Visitors: None.

Additions to the Agenda: None.

Public Participation: None.

Personnel Policy Review (400s): The committee reviewed policies 400 – 406.

Readers Advisory Services (151): It was the consensus of the committee to bring the draft of the Readers Advisory Services Policy to the full Board for approval. There was discussion on adding the Mission Statement (102) as a related policy to this draft as well as other Library policies.

Administrative Ready Reference (<http://www.webjunction-il.org/readyref/index.html>): The Committee reviewed the Administration Ready Reference Web site and determined the following policies would be reviewed for possible revision; Disposal of Equipment, Freedom of Information, Drug and Alcohol, and the Illinois Freedom of Information Act.

Future Policy Review: Hill indicated the “Review of Laws” would be brought to the full Board at the August meeting and the September Policy Committee meeting. It was the consensus of the committee to review pages 16 – 60 of the Personnel Policy packet at the September Policy Committee meeting.

Planning of Future Meetings: The next Policy Committee meeting was scheduled for Tuesday, September 8 from 6:30 – 8:30 p.m.

Adjournment: The meeting adjourned at 11:11 a.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary