

**VILLA PARK PUBLIC LIBRARY  
POLICY COMMITTEE MEETING  
Minutes  
Tuesday, September 8, 2009**

Call to Order: Hubbard called the meeting to order at 6:31 p.m.

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

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary at 8:10 p.m.

Introduction of Visitors: None.

Additions to the Agenda: Policy 167, General Policies: Gift Ban

Public Participation: None.

Policy 166, General Policies: Ethics Act: The committee discussed this policy as well as Gift Ban policy (which the attorney had reviewed). The committee determined both documents should refer to the online statute via hyperlinks. The revised policies will be submitted to the Board for approval.

Policy 213, Board of Trustees: Electronic Attendance and Policy 318, Administration: Routine Banking Procedures: The committee reviewed the text of the policies from the Administrative Ready Reference. The revised policies will be submitted to the Board for approval.

Policy 628, Materials: Disposing of Library Equipment: The Library's current policy was revised to reflect more of the guidelines set forth by the Administrative Ready Reference.

Personnel Policy Review (400s): The committee continued the review of the personnel policies.

Planning of Future Meetings: The next Policy Committee meeting is scheduled for Thursday, September 24 at 6:30 p.m.

Adjournment: The committee decided the duration of the policy meetings should not be longer than 1.5 hours. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Sandra Hill  
Recording Secretary