

**VILLA PARK PUBLIC LIBRARY  
POLICY COMMITTEE MEETING**

**Minutes**

**Tuesday, November 9, 2010**

Call to Order: Hubbard called the meeting to order at 6:18 p.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.

200s, Board of Trustees: There was some discussion on a Board of Trustees Policy.

753, Delinquency Above \$5.00: There was some discussion on Policy 753, Delinquency Above \$5.00. Hill indicated she would discuss with the Head of Circulation and bring edits to the next meeting.

646, Use of the Internet Computers: There was some discussion on Policy 646, Use of the Internet Computers. Hill indicated the use of guest passes would be explored and the policy brought to the next meeting.

400s, Personnel Policies:

455.1, Employee Assistance Program: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

456, Life Insurance: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

457, Retirement Plan: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

458, Credit Union, Christmas Club Deferred Investment Plan: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

459, Volunteer: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

462.1, References for Employees Leaving the Library: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

463, Incentive Program: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

464, Celebrating Birthdays: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

468, Recognition in the Case of Death or Serious Illness: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

469, Volunteer Recognition Program: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

470, Vacations: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

472, Holidays: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

474, Personal Days: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

476, Meetings: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board removal.

477, Memberships: The policy was reviewed by the committee. Hill indicated she would bring the policy to the November Regular Board Meeting for Board approval.

Planning of Future Meetings: The next Policy Committee meeting would be scheduled at the next Regular Board Meeting on November 22.

Adjournment: The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary