

**VILLA PARK PUBLIC LIBRARY  
POLICY COMMITTEE MEETING**

**Minutes**

**Saturday, December 4, 2010**

Call to Order: Hubbard called the meeting to order at 9:02 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.

200s, Board of Trustees: There was some discussion on a Board of Trustees Code of Conduct Policy. Hill indicated she would have the policy reviewed by the attorney and bring it to the December Regular Board Meeting for Board approval.

400s, Personnel Policies:

478, Expense Reimbursement: The policy was reviewed by the committee. Hill indicated she would bring the policy to the December Regular Board Meeting for Board approval.

479 Statement of Economic Interest: The policy was reviewed by the committee. Hill indicated she would bring the policy to the December Regular Board Meeting for Board removal.

480 Employee Use of the Library's Computer System: Policy 480, Employee Use of the Library's Computer System was reviewed by the Committee. After some discussion, the policy was renamed Policy 480, Use of Electronic and Telephone Equipment. Hill indicated she would bring the policy to the December Regular Board Meeting for Board approval.

Policy 447, Family and Medical Leave (FML): There was discussion on Policy, 447, Family and Medical Leave (FML). Hill indicated she would bring the policy to the December Regular Board Meeting for Board approval.

731, Schedule of Fines and Fees: There was discussion on Policy 731, Schedule of Fines and Fees. Hill indicated she would bring the policy to the December Regular Board Meeting for Board approval.

753, Delinquency Above \$5.00: There was discussion on Policy 753, Delinquency Above \$5.00. Hill indicated she would bring the policy to the December Regular Board Meeting for Board approval.

Planning of Future Meetings: A meeting was not scheduled.

Adjournment: The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary