

**VILLA PARK PUBLIC LIBRARY**  
**POLICY COMMITTEE MEETING**  
**MINUTES**  
Board Room / March 12, 2020

Designation of Chair to Policy Committee: Koeller was appointed as chair.

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

Trustees present: Tammy Hensley, Wanda Koeller, Dianne Luebker

Trustees absent: None

Also present: Sandra Hill, Library Director

Introduction to Visitors: None

Public Participation: None

Policy Discussion:

There was discussion of the following policies:

Policy 405, Personnel: Job Descriptions

Policy 410.5, Personnel: Rehiring Former Employees—Calculating Vacation Credit

Policy 530.2, Building Use: Study Rooms

Policy 568, Building Use: Patron Conduct

Policy 570.3, Building Use: Sales Promotion Literature Found in the Library

Policy 574, Building Use: Circulating Petitions in the Library

Policy 701.2, Circulation: Library Card Accounts (New)

Policy 710, Circulation: Loan Periods and Limit of Materials

Policy 714, Circulation: Circulation Laptop Policy (New)

Policy 731, Circulation: Schedule of Fines and Fees

Policy 736.5, Circulation: Refunds for Lost Materials

Policy 753, Circulation: Delinquency above \$10.00

The committee indicated Policy 405, 410.5, 574, and 753 be removed and brought to the board for approval to be removed. New Policy 701.2 would be brought to the board for approval and replaces Policy 753. Revisions to Policy 530.2, 568, 570.3, 731, and 736.5 would be brought to the board as well. The committee will discuss Policy 714 at a future meeting. Policy 710 needs to be researched by staff.

Planning of Future Meetings: As needed.

Adjournment: Luebker moved to adjourn the meeting. Hensley seconded the motion. The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Sandra Hill  
Library Director