

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**POLICY COMMITTEE MEETING MINUTES**  
**Saturday, June 10, 2023 at 9:30 a.m.**  
**Board Room**

**Call to Order:** Koeller called the meeting to order at 9:44 a.m.

**Trustees Present:** Steve De La Rosa, Jennifer Hovanec, Wanda Koeller.

**Trustees Absent:** None.

**Also Present:** Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

**Introduction of Visitors:** None.

**Public Participation:** None.

**Additions/Revisions to the Agenda:** Hill requested Policy 478, Expense Reimbursements be added to the agenda.

**Policy Discussion:** The committee discussed the following Policies: Policy 325, Charitable Donations; Policy 731, Schedule of Fines and Fees; Policy 505, Notary Public Service; Policy 643, Public Information Services Network; Policy 461, Passport Agent and Notary Public Service Awards; Policy 460, Staff Recognition Event; and Policy 478, Expense Reimbursements. A discussion was held on each policy. Edits will be made and the policies will be brought to the full Library Board at the June meeting.

Policy 101, Statement of Purpose, will be placed on the next Strategic Plan Committee agenda for discussion.

**Planning of Future Meetings:** The next Policy Committee meeting will be held on Saturday, September 9, 2023 at 9:30 a.m.

**Around the Table:** None.

**Adjournment:** Koeller moved to adjourn the meeting. De La Rosa seconded the motion. The meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary