

**Algonquin Area Public Library District
2600 Harnish Drive, Algonquin, Illinois
Board of Trustees Policy Committee Review
Wednesday, January 15, 2025
6:30 pm**

The Board of Trustees of the Algonquin Area Public Library District Policy Committee met on Wednesday, January 15, 2025 at 6:30 pm at the Eastgate Branch Library at 115 Eastgate Drive, Algonquin, Illinois.

An agenda was posted at least 48 hours prior to the meeting.

Call to Order

The meeting was called to order at 6:32 pm by Chairperson Medrano-Sanchez.

Roll Call

Committee Members present: Chairperson Medrano-Sanchez, Trustee Kennealy, Trustee Pelke, and President Taylor

Trustees present: Trustee Johnson and Trustee Becker

Also present: Executive Director Murray and Assistant Director-Operations Husak

Audience to Visitors

There were no visitors.

Additions to the Agenda

There were no additions to the agenda.

Review of Policies

- **Policy 2005: Fund Balance**

This policy was due for review in January 2025. Updates to the policy reflect updated practices to carry minimum to no fund balance for special levied funds per the suggestion of the Library's accountant and with the support of the Library's auditor. This policy was accepted as presented.

- **Policy 2025: Surplus Materials**

This policy was due for review in January 2025. Changes were very minor. This policy was accepted as presented.

- **Policy 3011: Library Cards**

This policy was due for review in 2025. A new section was added to the policy to allow for Educator Cards, which can be obtained by K-12 educators who work at a school located within the Library District. A section was also added to allow for AAPLD cards to be issued at reciprocal libraries, and vice versa. We have a number of people who come to AAPLD looking to get a card but they live in the Fox River Valley Public Library District. The change in policy would allow AAPLD to issue FRVPLD cards to residents of those districts. The policy was accepted as presented.

- **Policy 3020: Circulation of Library Materials**

This policy was due for review in 2025. The chart of Library Material has been simplified to combine some categories and remove categories that are no longer part of our collection. Some clarification was added about loan limits, reciprocal borrowing, loan periods, and lending restrictions. The policy was accepted as presented.

- **Policy 3030: Library Programs**

This policy was due for review in January 2025. Significant changes were made to this policy to make it more comprehensive to address situations and issues that libraries are currently facing. The policy changes reflect a collection development policy in that it addresses how staff find and curate programs for information, education, entertainment, and enrichment. The changes may seem significant, but they

align with what we are already doing and give a clear framework for continued programming. There was some discussion before this policy was accepted as presented.

- **Policy 3045: Alcoholic Beverages**

This policy was due for review in January 2025. There were a few very minor changes, mostly for grammar. This policy was accepted as presented.

- **Policy 3050: Meeting Rooms**

This policy was up for review to ensure compliance with changes at the Eastgate Branch. A few changes were made to reflect the reservation window as set in Communico, to clarify the changes in reservations may not be able to be accommodated, and to explicitly note that groups may not use the library's logo or image in advertising. A few other changes were made to the order of information. This policy was accepted as presented.

- **Policy 3053: Study Rooms**

This policy was up for review to ensure compliance with changes at the Eastgate Branch. With study rooms in the Adult Services and Youth Services departments at the Eastgate Branch, we removed the Eastgate-specific language and will use the same procedures at both locations. A note was added about food and beverages in the study rooms. Some feedback from trustees was incorporated, and the policy was accepted with those changes.

- **Policy 3055: Community Information Display**

This policy was due for review in January 2025. Some small updates were made to note that the Library does not endorse or support ideas on items on the bulletin boards and that we may not be able to accommodate all requests. There was a question about First Amendment implications. There was also a question about the phrase "contrary to supporting the Library's mission..." which was suggested by the Library's attorney. This policy was accepted as presented.

- **Policy 3057: Display Cases and Exhibit Space**

This policy was due for review in January 2025. Minor changes were made to this policy, including to reflect that we have only one display case for patron collection displays. A spelling error was noted by a trustee, and the policy was accepted with that correction.

- **Policy 3060: Code of Conduct**

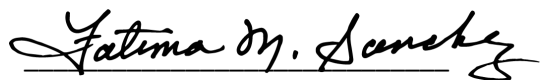
This policy was not presented.

A motion was made by Trustee Kennealy to approve all policies as presented and President Taylor seconded the motion. The motion carried unanimously by voice vote.

Adjournment

Chairperson Medrano-Sanchez adjourned the meeting at 7:32 pm by declaration.

ATTEST:



Chair

07/14/2025

Date