ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
POLICY COMMITTEE MEETING
2600 HARNISH DRIVE
SEPTEMBER 14, 2021
7:00 P.M.

The Policy Committee of the Algonquin Area Public Library District met in person on September 14, 2021 at the Main Library at 2600 Harnish Drive, Illinois. All packet documents were made available on or before the day of the meeting and an agenda was posted online and in both libraries forty-eight hours prior to the meeting

CALL TO ORDER AND ROLL CALL
The meeting was called to order at 7:25 p.m. by Fatima Sanchez. Those answering roll call were Trustee Sanchez, President Schaaf, and Vice President Smith. Treasurer Pelke was absent. No other trustees were present. Also present were Executive Director Murray and Assistant Director Dolin.

AUDIENCE TO VISITORS
There were no visitors

ADDITION TO THE AGENDA
None

REVIEW OF MINUTES FROM THE APRIL 7, 2021
The minutes of the April 7, 2021 Policy Committee Meeting were presented for consideration. President Schaaf moved that the Minutes of the April 7, 2021 Policy Committee Meeting be approved as presented, seconded by Vice President Smith. Motion passed unanimously by roll call vote. Ayes: Schaaf, Smith, and Medrano-Sanchez.

REVIEW OF LIBRARY POLICIES
The Committee reviewed library policies, which will be presented to the full board for approval at the September 22, 2021 Regular Board Meeting:

- Policy 2005: Fund Balance
    - This policy is scheduled for periodic review. No changes were proposed and no comments were made by trustees.

- Policy 3006: Identity Protection
    - This policy is scheduled for periodic review. Executive Director Murray proposed mainly formatting change to move content from a large footnote into the body of the policy. No content changes are proposed. The trustees had no comments or questions.

- Policy 3025: Interlibrary Loan
    - This policy is scheduled for periodic review. The Library does not charge processing fees, so that language was removed from the policy. The Library of Things items are only available to AAPLD cardholders. Executive Director Murray added collections to the materials section to encompass these items. The restriction on Graphic Novels being sent out of state was removed. Textbooks will no longer be requested through interlibrary lending. The Library does not charge late fees and replacement fees are refunded when items are returned, so there is no incentive to return textbook loans when they are due. These unauthorized extended loans can damage the Library's reputation as a responsible borrower with other lending libraries. The trustees had some questions about textbooks and if the policy is being unnecessarily restrictive to those who borrow responsibly. The Library gets few requests for textbooks, but has experienced enough difficulty in getting them back in a timely fashion that it is concerning. The system is built on trust and it does not take too many occurrences of this for other libraries to lose confidence in sending their current and high value items.

- Policy 3035: Information Services
    - This policy was scheduled for periodic review: Executive Director Murray made substantial content changes to this policy to bring it into alignment with our current practices and emphasize staff as a resource. The policy highlights how staff can connect library users with information from different kinds of physical and digital resources. The Scope of Service section provides a framework in which staff may work and sets expectations for patrons, particularly if they have more complex questions or needs. This provides for staff to allocate time among the various duties they may have to attend to during any given work period. The policy defines areas which are beyond the scope of services the Library is expected to provide, many of which could have minor to severe liability ramifications. Executive Director Murray also added a section to address one-on-one assistance, which Library staff have offered for years.

- Policy 3055: Community Information Display
    - This policy is scheduled for periodic review. The only changes that were made to this policy was to add brochures and pamphlets for display. Trustees questioned who reviews the pieces and approves them to be displayed. Executive Director Murray said this is typically done by the PR/Marketing Coordinator at the Main Library and the Branch Manager or a designated Library Associate at Eastgate Branch. Trustees asked about Freedom of Speech issues and how that impacts decisions about what is allowed or disallowed for display. The Policy addresses this issue by stating that display pieces must support the Library's mission. Political and for-profit media are not allowed for display.

- Policy 3057: Display Cases
    - This policy is scheduled for periodic review. Executive Director proposed combining the two paragraphs that address the Adult Services and Youth Services display cases into one paragraph that addresses Library display cases in a consistent manner. She also added language to address Exhibit Space since items displayed often follow a similar decision making process.

- Policy PM 114: Whistleblower
    - This policy is part of the Employee Handbook. The proposed changes bring the Library into compliance with Public Act 101-652 SAFE-T Act. The policy includes language from the current employee policy and incorporates language from the Act, which has been approved by the Library's attorney. The policy and procedures for reporting improper government acts will be reviewed at the October 1, 2021 Staff In-service. This will meet the requirements that staff receive training and review the policy and procedures for reporting.

- Policy PM 710: Tuition Reimbursement
    - This policy is part of the Employee Handbook. The Library's financial support for employees who are taking classes is lagging behind most other libraries in the area. The language was also somewhat outdated when compared with peer library policies. The proposed policy increases the amount of tuition reimbursement from $500 per year to $1,500 per class for tuition, fees, and materials with an annual maximum of $3,000 per employee, within the constraints of the Library's budget. The committee felt this seemed reasonable and hoped more employees would be able to take advantage of the benefit.

- FFCRA (Policy Handbook PM 311: FMLA Leave Expansion & Emergency Paid Sick Leave Policy Due to COVID-19 Pandemic (EFMLA))
    - This Policy expired on March 31, 2021. As the pandemic continues, case numbers continue to rise, and employees are impacted, Executive Director Murray wanted to revisit this policy with the Committee Members. Assistant Director Dolin prepared a memo outlining how the policy has been used and factors to consider when determining what to do with the policy. Four possible options were proposed:
        1. Leave the policy as it is and reinstate it if needed.
        2. Extend the expiration date to December 31, 2021, March 31, 2022, or some other fixed date.
        3. Eliminate the policy and rely on regular sick time, remote work, and regular FMLA Leave
        4. Remove the Policies expiration date, add it to an annual review process, and eliminate the policy when the COVID-19 Pandemic is no longer a concern.

Trustees considered the benefits and costs of the policy and determined to change the expiration date of the policy to June 30, 2022, when the policy can be considered again.

A motion that the Policy Committee Recommend to the Full Board that all Policies listed above be adopted with changes as proposed at the September 22, 2021 Regular Board Meeting was made by President Schaaf. Seconded by Vice President Smith. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, and Smith
Nays: None
Absent: Pelke
Abstain: None

These policies will be brought to the September 22, 2021 Board of Trustees Meeting for approval.

ADJOURNMENT Trustee Medrano-Sanchez adjourned the meeting at 8:26 p.m.

APPROVED:

Stephen W. Schaaf _____ President

ATTEST:

_____ Secretary