

Minutes of the Special Meeting of the Service and Policy Committee of the Board of Library Trustees of the Orland Park Public Library held April 19, 2021

The meeting was officially called to order by Trustee Nancy Healy, Chair of the Service and Policy Committee at 6:12 p m.

Call To Order

Committee Members present: Nancy Healy, Chair; Bridget Lindbloom, Trustee

Roll Call

Committee Members absent: Joanna Leafblad, President

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

None

Introduction of Visitors

None

Public Comment

B 7 Collection Development Policy Revision– For Discussion

New Business

Director Weimar stated the black type is the original wording from 2019 and the red type are edits from attorney Ken Friker of Klein Thorpe and Jenkins. Collection Development Policy revisions are considered every two years in April.

B 7.4 Request for Reconsideration of Library Resources Review– For Discussion

No discussion.

B 9 Circulation Policy Revision– For Discussion

Director Weimar pointed out the newly added sections from attorney Friker pertaining to the Overdue Materials and Restrictions of Borrowing Privileges sections. Assistant Library Director Adamowski requested to have the CPR Dummies title changed to Family and Friends CPR kits. Chair Healy asked about the contents of the kit. Adamowski stated there is an adult and child mannequin, instructional DVD and manual included in the kit. Chair Healy also pointed out a couple grammatical edits.

B 9.1 Non-Resident Cards Policy Repeal– For Discussion

This policy will be archived due to its redundancy within the B 9 Circulation Policy.

B 9.2 Schedule of Fines Revision– For Discussion

Director Weimar stated the CPR Dummies name will be changed to Family and Friends CPR kits. Trustee Lindbloom asked if ‘no fines’ should be stated on each material that does not incur any fines and if the policy title should include ‘no fines’. Assistant Library Director Adamowski suggested using an asterisk for no fine materials. Finance Manager Kimmey suggested breaking out the items that have no fines separately. Director Weimar stated the materials that have no fines will be first and separated out and the policy title, going forward will be B 9.2 Schedule of Loan Periods and Fines.

A 12 Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy Revision– For Discussion

Chair Healy mentioned a grammatical edit. Assistant Library Director Adamowski will look for a webinar for the trustees on driver safety.

A 21 Voluntary COVID-19 Vaccination Policy – For Discussion

Director Weimar stated this is a brand new policy. Through an anonymous staff survey, Director Weimar stated 78% of staff answered they have received the COVID-19 vaccine or plan on being vaccinated. Staff may receive up to two hours of paid leave to receive the required dosage of each vaccine. Knowing that not all employees will react favorably to the vaccine, the library will provide paid leave time to recover from the vaccine on an individual basis. Director Weimar stated the COVID-19 task force has provided information to the staff concerning vaccinations that will hopefully alleviate misinformation and rumors about vaccines and their side effects.

Recommendation(s) to the Board of Library Trustees for approval of the revision of B 7 Collection Development Policy – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees the approved revision of B 7 Collection Development Policy. Chair Healy seconded.

No discussion.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation(s) to the Board of Library Trustees for approval of the review of B 7.4 Request for Reconsideration of Library Materials – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees the approved review of B 7.4 Request for Reconsideration of Library Materials. Chair Healy seconded.

No discussion.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation(s) to the Board of Library Trustees for approval of the Revision to B 9 Circulation Policy – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees approval of the revision to B 9 Circulation Policy. Chair Healy seconded.

The B 9 Circulation Policy was approved as amended.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation to the Board of Library Trustees for approval to repeal B 9.1 Non-Resident Cards Policy – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees the repeal of B 9.1 Non-Resident Cards Policy. Chair Healy seconded.

No discussion.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation(s) to the Board of Library Trustees for approval of the revision of B 9.2 Schedule of Fines – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees approval of the revision of B 9.2 Schedule of Fines. Chair Healy seconded.

The B 9.2 Schedule of Fines was approved as amended.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation (s) to the Board of Library Trustees for approval of the revision of A 12 Operations of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy – For Action

Trustee Lindbloom motioned to recommend to the Board of Library Trustees approval of the revision of A 12 Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy. Chair Healy seconded.

No discussion.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

Recommendation (s) to the Board of Library Trustees for approval of A 21 Voluntary COVID-19 Vaccination Policy – For Action

Trustess Lindbloom motioned to recommend to the Board of Library Trustees approval of A 21 Voluntary COVID-19 Vaccination Policy. Chair Healy seconded.

No discussion.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

None.

Announcement

Trustee Lindbloom motioned to adjourn the meeting and it was seconded by Chair Healy.

A roll call vote as follows: Healy – aye; Leafblad – absent; Lindbloom – aye.

Motion passed. 2 ayes, 0 nays, 1 absent

The meeting was adjourned at 6:51 p.m.

Charles McShane
Secretary

Adjournment

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson