MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
POLICY COMMITTEE
Monday, March 21, 2016

PRESENT: Committee Chair Ellen Schmid; Committee members: Vice President Lord and Secretary Zachary Craft; Director Christine Lazaris and Youth Services Manager Kristi Miller.

Committee Chair Schmid called the meeting to order at 6:12 p.m.

1. Discuss potential intergovernmental agreement with District 304
   Youth Services Manager Kristi Miller presented information that she and staff gathered about potentially offering library card service to teachers and students in Geneva School District 304. Committee members reviewed demographic information, the pros and cons of using an intergovernmental agreement, and procedural requirements for streamlining access to library resources. Committee members agreed that partnering with the School District would provide a tremendous opportunity to serve the children of our community. Vice President Lord asked for the inclusion of language in a potential intergovernmental agreement reflecting reciprocal services the Library is already receiving from the School District. Director Lazaris stated that she would work with Miller and the rest of the team on gathering this information. The consensus of the Committee was to add the information requested by Vice President Lord to a draft agreement, send the agreement to legal counsel for review, present the agreement to the full Library Board at the regular meeting scheduled for April 28, 2016, and to present it to the School District Board of Education. The Committee and Director Lazaris thanked Miller for her presentation.

   At 7:19 p.m. Miller left the meeting.

2. Review Service Policy and recommend any necessary changes
   Director Lazaris presented suggested revisions to the Service Policy, including:

   - Updated information on voter registration at the Library
   - Updated information on the availability of equipment such as e-readers and tablets for checkout
   - Addition of Program Room to list of available meeting rooms at the Library

   Committee Chair Schmid requested an additional statement regarding the need to return some materials, such as electronic devices, directly to the Geneva Public Library District. Lazaris stated that she would review the policy and follow up with the Committee

regarding Schmid's request. She further stated that she would place the suggested revisions on the agenda of the regular Board meeting scheduled for April 28, 2016.

3. Review draft of FOIA policy
   Director Lazaris presented a draft of the FOIA policy and stated it had been reviewed by legal counsel. Vice President Lord suggested some small revisions to the policy and stated that she would follow up directly with Lazaris. Lazaris stated that she would make the changes and send them to the full Board in time for the regular Board meeting scheduled for March 24, 2016 where the policy is on the agenda for approval.

4. Review draft of the Volunteer Policy
   Director Lazaris stated that at the regular Board meeting held on February 25, 2016 the Policy Committee was instructed to review a Volunteer Policy. Lazaris stated that she gathered information previously contained in the Employee Handbook regarding volunteers and developed a draft based on current practices. The consensus of the Committee was that this policy would be better reviewed by the Personnel Committee because that Committee had just recently completed a full review of the Employee Handbook. Lazaris stated that she would follow up with the Personnel Committee.

The meeting adjourned at 7:40 p.m.

Submitted by:

Ellen Schmid
Committee Chair

ATTEST:

Trustee