

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 12.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, December 2, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Medal, Smart, Thanopoulos and Zyck. Trustee Supplitt participated in the meeting by telephone due to job related business.

Absent: Trustees Ruhl and Tangney.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Trixie Dantis, Youth Services Manager; Janet Moravec, Business Office Administrator.

- 12.19.02 There was no **PUBLIC COMMENT**.
- 12.19.03 **FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Item 1)** – As part of the FY2020 Illinois Public Library Per Capita Grant requirements, the committee reviewed and discussed chapter 3, “Personnel” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.
- 12.19.04 **REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES (Item 2)** – The committee reviewed proposed revisions to Human Resources Policy – Hiring of Relatives to remove the restriction of prohibiting family members from working in the same department of the library. The committee discussed the proposed revisions; staff will make additional clarifications and bring the revised policy to the board for action at their next meeting.
- 12.19.05 **REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE (Item 3)** – The committee reviewed proposed revisions to Human Resources Policy – Alcohol and Drug Use to include prohibiting the possession, use, or being under the influence of cannabis while at work. The committee discussed the proposed revisions; staff will make additional clarifications and bring the revised policy to the board for action at their next meeting.
- 12.19.06 **PROPOSED REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE (Item 4)** – The committee reviewed proposed revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance to clarify the policy and reflect

equity for staff participation in professional associations. The revised policy will be brought to the board for action at their next meeting.

12.19.07 **POLICY 6.003 INTERNET ACCESS DISCUSSION (Item 5)** – The committee reviewed Policy 6.003 Internet Access. After discussion, staff was directed to collect additional information and bring the policy back to a future Committee of the Whole meeting for further discussion.

12.19.08 There were no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:32 p.m.

Janet Moravec, Recorder