

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**  
**Minutes of the Policy Committee Meeting**  
**Tuesday, December 14, 2021 at 11:00 am via Zoom**

**Committee Members:** Trustees Nealon, O’Keefe, Wolf, McDonald (chair)

**Committee Members Electronically Present:** Trustees Nealon, O’Keefe, Wolf, McDonald

**Committee Members Absent:** none

**Other WPLD Trustees Present:** Trustees Fishman, Sommer

**WPLD Staff Present:** Anthony Auston (Director)

**Visitors Present:** LWV observer Elizabeth Seager

**Meeting Notice.** An Open Meeting notice was posted on the WPLD website and calendar, and on the WPLD legal bulletin board at least 48 hours before the meeting.

**Meeting Purpose.** The purpose of the meeting is to continue the review of WPLD Board policies.

**Call to Order and Roll Call.** Committee Chair McDonald called the meeting to order at 11:02am and Director Auston called the roll.

**Public Comment.**

None.

**Minutes of June 7, 2021 Policy Committee Meeting.**

The draft minutes showed the meeting starting at 4:00pm, when it actually started at 1:00pm. Trustee Wolf moved approval as corrected; Trustee Nealon seconded.

Aye – Nealon, O’Keefe, McDonald

Nay – None

Abstain – None

Absent – None

Motion Carried by Committee Members.

**Presentations.** None.

**Discussion Items.**

**Review of Policies and related Appendices.**

- COVID-19 Vaccination Policy
- Appendix 3D: General Rules of Conduct
- Policy 5: Financial Management (Outstanding Checks Policy and Capital Assets Policy)
- Policy 6: Library Facilities
- Policy 8: Community Relations

Director Auston summarized the Library’s policy review procedures and the purpose of reviewing the following policies. Staff reviewed related existing policies, procedures, and practices and compared them with peer agencies. Drafts of the above policies were then discussed with the Leadership Team and staff stakeholders. Policy drafts were then submitted to legal counsel for review and endorsement prior to this presentation to the board.

Director Auston introduced the draft COVID-19 Vaccination and Testing Policy as a new and timely update to the Human Resources policy, which will be scheduled for future review in whole. Trustees discussed why they felt this policy was a necessary step in protecting the health of the staff and ensuring continuity of operations in service of the community.

Director Auston introduced updates to Appendix 3D General Rules of Conduct. This appendix is part of Policy 3 (Library Operations), which had been previously approved at the June 15, 2021 Regular Meeting. Director Auston led the committee through the details of this updated appendix and how it works in practice.

Director Auston led trustees through the Auditor's recently recommended updates to Policy 5 (Financial Management), comprising 2 entirely new sections: 5-13: Outstanding Checks, and 5-14: Capital Assets.

Finally, Director Auston led trustees through the updates to Policy 6 (Library Facilities) and Policy 8 (Community Relations).

**Recommend to the WPLD Board.** Trustee Nealon motioned that the Policy Committee recommend approval of the above policies and appendices, with changes noted, and that the policies be brought to the Board for review and approval at the January 18, 2022 Regular Board meeting. Trustee Wolf seconded.

Aye – Nealon, O’Keefe, Wolf, McDonald  
Nay – None  
Abstain – None  
Absent – None  
Motion Carried by Committee Members.

#### **New Business/Old Business.**

Director Auston announced that the annual Illinois Library Association President’s Day legislative meetup will be held via Zoom on Monday, February 21, 2022. Registration is required.

Director Auston announced that Wilmette Public Library has been recognized as a Library Journal Five-Star Library for the third year in a row. Details and reported metrics will be provided with the meeting materials for the Board’s Tuesday, January 18, 2022 Regular Meeting.

**Adjourn the Committee Meeting.** Trustee McDonald moved adjournment; Trustee Wolf seconded. Motion Carried by voice vote of Committee Members. The meeting was adjourned at 12:17pm and was recorded.

---

Lisa McDonald, Chair of the WPLD Policy Committee