

**Waukegan Public Library Governance Committee Meeting
Minutes**

Monday, January 30, 2017
5pm Study Room 3
1228 N. County Street
Waukegan, IL 60085

Call to Order

Chair called meeting to order at 5:15pm

Roll Call to Constitute a Quorum

Committee members present were Claudia Freeman, Erick Rivera, and Mary Stickels.

Agenda

Motion to approve Agenda of WPL Governance Committee January 30, 2017 was made by Mary Stickels and seconded by Claudia Freeman, and passed by the committee.

Minutes

Motion to approve Minutes of WPL Governance Committee December 12, 2016 meeting was made by Claudia Freeman and seconded by Mary Stickels, and passed by the committee.

Discussion and Action Agenda

1. The following polices are ready for discussion and approval of the board
 - A. **Use of the library (no changes recommended from Nov 14,2016)**
 - B. **Reference policy (no changes recommended from Nov 14,2016)**
 - C. **Posting policy (no changes recommended from Nov 14,2016)**
 - D. **Gift policy(no changes recommended from Nov 14,2016)**
 - E. **Harassment free work place policy (no changes recommended from Nov 14,2016)**
 - F. **Media relations & Photography Policy**
 - G. **Emergency Succession**
 - H. **Collection Development Policy**
 - I. **Operating Policy**
 - J. **Personnel policy**
 - K. **Purchasing policy**

Future Agenda Topics

Review meeting room policy.

Richard to resend a revised policy with the following:

Meeting Room Policy was tabled until staff can discuss the possibility of adding a section on non-profits and taxing funded entities to use WPL's meeting room spaces. The Committee would like to see it presented with a two tier consideration approach with non-profits given top priority, and for-profits/tax supported entities given second priority. **It was also discussed that there should be a fee attached for no-shows, and a deposit considered. The Committee would like to re-review this policy at their February 13th meeting.**

Richard, to provide us with 3 companies names to help us search his replacement.

Next meeting February 13th, 2017, 5pm in WLP Board conference

Adjourn 6:20 pm