



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
POLICIES AND SERVICES MEETING**

**August 19, 2020**

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**PRESENT IN PERSON:** Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger

**PRESENT REMOTELY:** Elizabeth Crewe, Angie Larson

**ABSENT:** None

**STAFF:** Charity Gallardo, Rebecca Bartlett, Arcadia McCauley

**VISITORS:** None

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Meeting called to order by Allan at 9:05am.

**PUBLIC COMMENTS ON THE AGENDA:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Telecommuting Policy**

Gallardo explained that the Library currently has no policy on telecommuting. In order to have clearer guidelines for managers and staff, she drafted this new proposed policy based on examples from HR Source and other libraries.

The Committee recommended adding a line to the introductory paragraph giving the Executive Director the authority to cancel telecommuting arrangements at any time. Larson moved to forward the policy with the minor updates discussed to the Board for approval at the 9/15/20 meeting. Allan seconded.

**Leave Policy**

Gallardo described her goal to consolidate the library's many individual leave policies into one comprehensive Leave Policy. Some of the updates include tracking employees' unpaid leave, including care for siblings and grandparents as eligible family members in the library's Family Medical Leave, and extending paid parental leave to 12 weeks to comply with the Federal Employee Paid Leave Act.

In the case of extended unpaid leaves, the Committee agreed that paid time off should not accrue. There was a question about whether employees taking such leaves should be responsible for covering their health insurance premiums during this time. Gallardo will research how this is handled in other libraries and consult HR Source for guidance.

Crewe suggested that an introductory section be added to address aspects common to the many

different types of individual leave and the Committee agreed with this idea.

### **Collection Development Policy**

This policy, which was last reviewed by the Board in 2015, was updated with substantial input from Access Services Manager Bartlett. She described to the Committee how the changes reflect the Library's current collection development practices and reference the current American Library Association Library Bill of Rights.

### **Library Card Policy (Formerly the Circulation Policy)**

Gallardo and Barlett presented their recommendations for making library card access more convenient and accessible for La Grange residents. With this policy's revisions, a patron's library card will remain valid with no fixed expiration date as long as the cardholder remains a resident of La Grange. Barlett explained how patron information is kept up-to-date in the SWAN library system database. The system cross-checks patron information with the National Change of Address database and any mismatches are flagged. There is also a yearly system purge to remove inactive cards. They are also proposing the introduction of Restricted Use cards, a type of provisional card that is commonly offered at other libraries. These cards will give residents who have a valid photo ID without proof of current address access to limited services for 30 days. Offering this type of service means not having to turn patrons away, creating a more welcoming experience for library newcomers.

Other updates include offering La Grange business owners up to three library cards for their staff and permitting La Grange junior high and high school students to use their school IDs for library card registration.

### **Social Media Policy:**

Gallardo and Community Engagement Manager McCauley explained that the current policy has not been updated since 2015 and was in need of revision to reflect how current social media platforms are used. They shared examples from other local libraries that were incorporated into the revised policy.

### **Next Steps:**

As the Leave Policy requires more significant revisions, Gallardo will send a draft of the revised policy to the Committee for review in advance of the September Regular Board Meeting. The Committee recommended the other policies be presented to the Board for approval at the 9/15/20 regular Board meeting.

Gallardo mentioned that she is looking into working with an Equity, Diversity, and Inclusivity (EDI) consultant to review all of the library's policies. She is also researching an intergovernmental agreement with local school districts to possibly extend access to non-resident students during remote learning.

**ADJOURNMENT:** Allan adjourned the meeting at 10:37am.

Respectfully submitted,

Katie Allan, Secretary