



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
POLICIES AND SERVICES COMMITTEE  
October 8, 2019**

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**PRESENT:** Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Elizabeth Crewe, Katie Allan

**ABSENT:** None

**STAFF:** Charity Gallardo

**VISITORS:** None.

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**Meeting called to order by Allan at 9:07 am.**

**MOTION TO APPROVE AGENDA:**

A motion made by Krueger to approve the agenda.

Seconded by Larson.

Approved, all ayes.

**MOTION PASSED.**

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

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Discussion of the Public Comment Policy**

The committee discussed the proposed Public Comment policy. Allan asked about the information requested on the sign-in sheet and Hagen-McIntosh said speakers are only required to list their names. She mentioned there had been discussion in the past about whether or not to ask speakers to indicate whether they are La Grange residents or LGPL cardholders on the sign-in form.

The committee suggested the addition of language requesting 24-hour notice for any speakers with disability-related accommodations to echo similar wording on board meeting agendas.

The policy mentions that the public can email trustees and Allan inquired whether our email allows for the ability to email single board email address that would be automatically forwarded to all trustees. Currently the public has to enter each trustee email address individually in order to contact the whole board. Gallardo said she thought that was feasible with our current email system and would investigate.

Some trustees felt that the 3-minute time limit was too restrictive. It was suggested that we add language giving the Board President discretion to allow speakers more time, with the option for a majority of the Board to override.

### **Discussion of the Security Camera Policy**

The trustees in attendance expressed thanks to Gallardo for developing this new policy, which now defines how security cameras and their footage can be used at LGPL.

Krueger asked whether the policy's section on Patron Privacy echoes language in our other policies. Gallardo confirmed that it did. She also mentioned that some libraries include any relevant, related policies at the end of individual policies. She suggested that she could start this practice with these policies and continue as we review other policies. The committee expressed their support for this idea.

**ADJOURNMENT:** Allan adjourned the meeting at 9:50am.

Respectfully submitted by:

Katie Allan, Secretary