

**POLICY COMMITTEE MINUTES**  
**Deerfield Public Library Board of Trustees**  
**Deerfield Public Library**  
**5:30 pm**  
**March 15, 2011**

1) ROLL CALL AND CALL TO ORDER

The meeting was called to order at 5:32 p.m.

Attending: Board: Marla Bark Dembitz– Chair, Michael Goldberg, Ron Simon. Staff: Library Director Mary Pergander, Business Manager Carol Dolin

2) OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE  
None.

3) CONSENT AGENDA – The following items are proposed for approval as a group without further discussion. Prior to the motion to approve these, any Board member may request an item be removed from the Consent Agenda and discussed later in the agenda.  
None.

4) OLD BUSINESS  
None.

5) NEW BUSINESS

a) Circulation Policy

Ms. Dembitz recommended minor changes to language to create consistency throughout the policy. Ms. Dolin will make the changes. Management proposed an addendum to be incorporated into the policy that allows DVD lending through LINKin and patron holds on non-new videos after the implementation of RFID and self-check is complete. The system is not configured to allow this practice yet, but will be soon. Mr. Simon inquired about purging expired library cards. Ms. Pergander said this will be possible soon, but is not addressed in the policy. The committee recommends that the policy be approved with the recommended changes. It will be included in the consent agenda at the Regular Board meeting.

b) Identity Protection Policy

Ms. Dembitz asked if the language in the policy had come from the related law. Ms. Dolin said the policy was adapted from language provided by the Management Association of Illinois and that had been based on language of the law. Ms. Dolin explained how the Library currently uses social security numbers (SSNs) for employment records and certain vendors. She also covered steps the Library takes to train employees who have access to SSNs to keep them safe. The Committee recommended approval of the Identity Protection Policy. It will be included in the consent agenda at the Regular Board meeting.

c) Library Records Confidentiality

i) Policy

Ms. Pergander outlined the Library Records Confidentiality Policy and how the Library would use it. Mr. Goldberg questioned how the policy would be used and whether the Library was required to follow the policy. The policy is based on language from the Library Records Confidentiality Act and Ms. Dembitz said her interpretation is that the Library must comply under the conditions of the law, which includes completing the

Officer's Library Information Request Form. The committee recommended approval of the policy, which will be included in the consent agenda for the Regular Board meeting.

ii) Officer's Library Information Request Form

The Officer's Library Information Request Form, which is an addendum to the Library Records Confidentiality Policy, will be made available in the Disaster Manual and on the staff intranet to be used if a law enforcement officer makes a request for information. Any request of this type will be tracked in the Library's Dashboard and reported to the Board.

Ms. Dembitz had to leave the meeting at 6:10 p.m. Mr. Simon reported on her notes for the remaining policies.

d) Record Retention

i) Policy

Ms. Dembitz noted two grammatical changes. Mr. Simon asked about how the Library tracks when records are to be disposed of and how often this occurs. The Library applies for permission to discard materials according to the schedule, boxes up the documents, and hires a document destruction company to destroy the documents and provide a certificate of destruction. This is usually done once each year to coincide with the end of the fiscal year.

ii) Review of Application to Dispose of Local Records and Records Retention Schedule

The committee briefly reviewed the types of documents tracked on the Records Retention Schedule and recommended that the Records Retention Policy be approved. The policy will be included in the consent agenda for the Regular Board meeting.

e) Public Comment Policy

Ms. Pergander presented a draft of a Public Comment Policy adapted from the Village of Deerfield's Public Comment Policy. The committee recommended some revision of language regarding where the speaker should be located while speaking and during the remainder of the meeting, and suggested referring to the patron policy if a person became disruptive during the meeting. Ms. Dolin will incorporate these revisions. The committee recommended approval of the policy, which will be included on the consent agenda for the Regular Board meeting.

f) Public Work Station Registration and Use Policy Name Change

Management recommends changing the name of the Public Work Station Registration and Use Policy to Public Computer Policy. The committee recommended approval of the name change. It will be included in the consent agenda for the Regular Board meeting.

6) EXECUTIVE SESSION

The Board may go into Executive Session (closed to the public) to discuss personnel, legal, real estate and other matters as allowed by Illinois law.

None.

7) ADJOURNMENT

The meeting adjourned at 6:37 p.m.