

**Elmwood Park Public Library**  
**Minutes of the Bylaws, Goals, Policy, Personnel Committee Meeting**  
**Tuesday, February 13, 2018 at 7:00 p.m.**

1. The meeting was called to order at 7:02 p.m. by Chairperson Fosco, who was present by phone.

**2. Upon roll call**

Present: Peter Fosco (by phone), Elsa Volpe, Diana Gordon

Also Present: Library Director, Tiffany Verzani and Assistant Director, Jason Stuhlmann

**3. Unfinished Business**

None

**4. New Business**

The committee discussed the policy timeline and noted that the Employee Handbook and Study Room policy were the next items to review this fiscal year. A meeting will be scheduled for April. Director Verzani noted that the Emergency Closings policy is listed in the Employee Handbook and due to the recent snowstorm, President Bilbo asked that this be looked at to ensure we are all on the same page when it comes to our decision making process about closings.

**Policy updates**

The Photograph & Filming Policy, and the Community Bulletin Board & Display Policy did not have any staff recommended changes, nor did the committee suggest any. The committee recommended bringing them forward for review by the full board as information items for February and action items for March.

The committee reviewed and discussed staff recommended changes for the Computer Use and Wireless Policy, Local History Collection Policy, and Volunteer Policy. It was recommended to add restrictions for volunteers, such as use of library equipment or staff areas without expressed permission. These three policies will be updated and brought to the full board as information items in March and action items in April.

*On a motion from Elsa Volpe and seconded by Diana Gordon, the Computer Use and Wireless Policy was approved for review by the board.*

*On a motion from Peter Fosco and seconded by Diana Gordon, the Local History Collection Policy was approved for review by the board.*

*On a motion from Peter Fosco and seconded by Diana Gordon, the Volunteer Policy was approved as amended for review by the board.*

5. There being no further business before the committee, on a motion from Elsa Volpe and seconded by Diana Gordon, the meeting was adjourned at 7:29 p.m.

Respectfully submitted,



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Peter Fosco, Chairperson

DATE