

Elmwood Park Public Library
Minutes
Bylaws, Goals, Policy, Personnel Committee Meeting
May 12, 2016

1. Call to Order

Chairperson Rivera called the meeting to order at 6:40 p.m.

2. Roll Call

Present: Trustees John Rivera, Carole Bilbo, and Elsa Volpe (arrived at 6:42 p.m.)

Also present: Library Director Tiffany Verzani, Assistant Director Jason Stuhlmann

3. Unfinished Business

a. Policy updates

- i. Friends - Director Verzani informed the committee of new parameters for programs and donations agreed to with the Friends. They will schedule and conduct 4 programs per year and accept an annual wish list of donations. The committee approved moving forward with the Friends policy. Director Verzani will submit it to them for discussion at their June meeting.
- ii. Reference Service – Head of Adult Services Mandy McGee evaluated the current policy and recommended to me that this policy be allowed to lapse. Developing a library-wide customer service/values statement is in the Strategic Plan and would be more useful in promoting customer engagement to all staff and shifting the culture of the Library. Developing a values statement is on the agenda for the Staff Development Committee

4. New Business

a. Policy

- i. Updates to the Study Room Policy and Donations & Partnerships Policy were presented and discussed. The committee approved them to be brought forward as action items to the full board.
 - ii. The committee discussed the development of a pilot project for allowing food in designated areas. We discussed starting with adult areas and study rooms. A staff committee will take this on as part of our strategic plan goals and bring completed guidelines to the committee before we start.
 - iii. Director Verzani stated that we are still waiting for final report on FLSA changes from the federal government. Prospective changes would require reclassifying some Exempt status staff.
- b. Strategic Plan Quarterly Report format was discussed and it was agreed to make it as succinct as possible in a similar bullet-point format of the full plan.
- c. The Organizational Chart was reviewed in context of finalizing supervision of the Library Shelves and separating the Circulation and Technical Services Departments, with both supervisors reporting to the Director.

5. On a motion from John Rivera and seconded by Carole Bilbo, the meeting was adjourned at 7:28 p.m.

