



MINUTES OF THE  
POLICY COMMITTEE MEETING  
HELD AT THE  
CICERO PUBLIC LIBRARY ON  
WEDNESDAY, NOVEMBER 13, 2024  
4:00 P.M.

**Call to Order**

The Policy Committee Meeting was called to order by Vice-President Anthony Grazzini at 4:00 p.m.

**Roll Call**

Vice-President Grazzini called roll. The following Trustees were present: Vice-President Grazzini and Trustee Mario Castaneda. Also present were Library Director Sandra Tomschin and Library Board Attorney Matt Byrne.

**Unfinished Business**

**Review Draft General Public/Patron Policy & Procedures**

Vice-President Grazzini discussed the proposed caps for lodging and meals for staff or Trustees attending conferences.

Vice-President Grazzini discussed the Vendor Policy.

**Bylaws and Policy and Procedures**

There was a discussion of the spending monies limits for the current policy. Library Attorney Matt Byrne noted that any amounts over \$25,000.00 require board approval to go out to bid for the purchase of services. He noted that he would review current language with other library policies to coincide with any proposed changes to the current policy.



Vice-President Grazzini briefed on the policies in the school district with regard to the authority to spend. He noted that when some purchased services are done through a governmental co-operative, there is no bidding required.

Library Director Tomschin noted that she wants formalized internal policies to be drafted and approved. These policies would give employees more knowledge of how to handle situations. Vice-President Grazzini briefed on how the cash handling is administered at the school district to provide some guidance.

Library Director Tomschin briefed on how the purchases for supplies for programming is processed.

Vice-President Grazzini noted that the proposed policy updates would be discussed at the next Policy Committee

### **New Business**

There was none presented.

### **Public Comments**

There were none presented.

### **Adjourn Meeting**

The meeting was adjourned at 4:20 p.m.

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Secretary