



MINUTES OF THE
POLICY COMMITTEE MEETING
HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, DECEMBER 9, 2024
4:00 P.M.

Call to Order

The Policy Committee Meeting was called to order by Vice-President Anthony Grazzini at 4:24 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, Library Board Attorney Matt Byrne and Recording Secretary Maria Salinas.

Unfinished Business

Discuss proposed Authority to Spend Policy and Purchasing Policy

Library Attorney Matt Byrne discussed the proposed policy for Authority to Spend and Purchasing Policy. Vice-President asked if the current policies coincide with the guidelines as noted in the Employee Handbook. Library Board Attorney Matt Byrne briefed on the current thresholds and what would be needed for approval by the Board of Trustees. Upon further discussion by the committee, it was the consensus to update the Employee Handbook so that it is consistent with the language in these aforementioned policies.

Cash Handling and Petty Cash Policies

Vice-President Grazzini noted that the current policy indicated the Head of Technical Services as the person responsible for the cash handling. Vice-President Grazzini recommended that the policy for Cash Handling should be changed to reflect two signatures when the money is reconciled and deposited to the bank. Upon review of the



Petty Cash Policy, the current reimbursement procedures were in place and there were no changes recommended

Travel, Meal and Lodging Expense Policy

Vice-President Grazzini discussed the current policy for travel reimbursement and the various costs that may entail, when it is an out of state conference. He recommended that there a research is made of approximate total costs for three library conferences to have a comparison before making any policy changes. Upon further discussion by the committee, it was the consensus to table changes to this policy until Vice-President Grazzini gathers the information for library conference related costs.

Proposed Policy to evaluate Vendors and Request for Proposals

Vice-President Grazzini discussed the proposed policy for Request for Proposals. He asked to have a list of current vendors that the library uses for services. Library Director Tomschin discussed the current vendors that the library uses and noted that the services performed has always been within budget and excellent services. Upon further discussion by the committee, it was the consensus that the proposed policy looked great and just wanted to ensure that the library is consistent and have a standing list of the library's vendors for services.

Collection Management Policy

The Collection Management Policy was reviewed. Library Board Attorney Byrne discussed language about restricting materials. Vice-President Grazzini discussed the anti-book banning.

Social Media Policy

There was a discussion about the proposed Social Media Policy. Vice-President Grazzini noted there should be a designated person to handle all social media postings for safety and security. Upon further discussion by the Committee, it was the consensus to table the proposed Social Media Policy.

Paid Time Off

Library Attorney Matt Byrne noted that a resolution was approved regarding the Paid Leave Act. He needed to review the language in the resolution and would report back with more information. Upon further discussion by the Committee, it was the consensus to table the proposed policy for paid time off.



New Business

There was none presented.

Public Comments

There were none presented.

Adjourn Meeting

The meeting was adjourned at 5:01 p.m.

Secretary