

MINUTES OF THE MIDLOTHIAN PUBLIC LIBRARY BOARD OF TRUSTEES COMMITTEE MEETING

The meeting was called to order Tuesday, September 4, 2018 at 10:04 AM. Director Jennifer Cottrill, Board President Ruth Becker, and Trustee Jackie Murawski and Trustee Jim Woolard were in attendance.

The new Exam Proctoring Policy was recommended so we are not taken advantage of when having a test proctored. For Charges and Service Fees, under III. Service Fees, I., discussion ensued on the charges for proctoring nonresidents. It was decided to recommend a charge \$40 for nonresidents, while card holders were free.

Policy Revision Recommendations:

For Internet and Computer Use, under II. Access, G would be altered to allow up to 4 hours of continuous computer time for testing if reserved in advance.

There is a name change for Reference Policy to Reference and Reader's Advisory Policy due to the addition of recreational reading requests. The like words were added throughout the policy. The recreational reading requests will be treated with equal priority to reference requests.

For Circulation Policy, under I. Library Cards, B 2 and 3 are combined eliminating 3.

For Financial Policy, under III. Banking, D Illinois Funds Accounts, part of the 1 Building Account is deleted.

For Gifts, Donations and Sponsorships Policy, under VIII. Income Tax Statements, start second sentence with upon request and use may in lieu of will.

A motion was made by Trustee Murawski and seconded by Trustee Woolard to adjourn the meeting at 10:40 AM.

--Respectfully Submitted by Jackie Murawski