



**MINUTES
POLICY COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
August 7, 2024**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, August 7, 2024 at 2:00 pm at the Library. Present: President Robert T. Gephart and Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Vice-President/Secretary Mary Kruse.

Staff present: Patty Dybala.

I. Call to Order

Trustee Dauer called the meeting to order at 2:00 pm, read the mission statement and established there was a quorum.

II. Policies to Review

a. Patron Conduct Policy

Significant content changes were made to allow for more positive, proactive language. Content was added relating to frequent occurring issues, e.g., bathroom usage. The Covered Drinks and Food Policy was incorporated into this policy. The statement in the current policy that speaks to suspected cases of child abuse or neglect to the Department of Children & Family Services was deleted.

Motion by Trustee Gephart, second by Trustee Dauer, to recommend the Board approve the Patron Conduct Policy, as amended. Carried unanimously.

Motion by Trustee Gephart, second by Trustee Dauer, to rescind the Covered Drinks and Food Policy. Carried unanimously.

b. Public Art Policy

This is a new policy and has been reviewed by the Art Committee. It establishes guidelines for the committee for the art collection and gives specifics for donations and purchases of new art.

Motion by Trustee Gephart, second by Trustee Dauer, to recommend the Board approve the Public Art Policy, as presented. Carried unanimously.

c. Artificial Intelligence Policy

This is a new policy and will be reviewed by the union before it is presented to the Board for approval. It will likely be incorporated into the employee handbook. This policy establishes best practices for use of AI in the workplace and is recommended by our partner, HR Source. The statement that staff will not be permitted to use AI if they do not attend required training will be deleted. With ongoing usage of AI, this policy will be reviewed on a regular basis.

Motion by Trustee Gephart, second by Trustee Dauer, to recommend to have the Artificial Intelligence Policy reviewed by the union, as amended.

d. Personnel Policy

The majority of changes are due to the passage of the union contract. Bargaining union staff are covered by the CBA and the changes to the employee handbook are for the benefit on non-bargaining staff.

Changes were made to this policy for clarity and accuracy. The committee requested review of the EEO reference relating to gender preferences, a violation of the law regarding discrimination of employees, and inclusion of Space Force in the military group.

Motion by Trustee Gephart, second by Trustee Dauer, to recommend the Board approve the Personnel Policy, as amended. Carried unanimously.

III. Communications and Citizen's Comments

No comments.

IV. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Dauer, to adjourn the meeting at 3:00 pm. Carried unanimously.



Bonnie J. Dauer
Policy Committee Chair