

**POLICY AND PERSONNEL COMMITTEE MEETING
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY**

May 14, 2019

CALL TO ORDER: at 4:06 p.m.

Present: Trustees Archie Needam, Melinda Riddick, Eva Serrano

Absent: John Savage, Andrew Smith

Also present Executive Director Michaela Haberkern, Director of Neighborhood Services, Heather Sturm, Senior Manager of Adult Services Eric Battaglia and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA:

None

PUBLIC COMMENTS:

None

NEW BUSINESS:

Information Services Policy

Eric Battaglia, Senior Manager of Adult Services, advised the Information Services Policy has gone through the review process and is now a shorter policy designed for the public eye. Eric reviewed the policy for the committee.

The policy now includes language regarding proctoring; Eric recommends rescinding the previously separate Proctoring Policy.

Committee members recommended including St. Augustine College to the Community Profile section and adding language on services to the vision impaired.

Identity Protection Policy

The Identity Protection Policy is a compliance policy. We are required to have this policy and it is mostly about protecting Social Security numbers. The library only collects SSNs as required by law and meets the requirements regarding their protection.

The committee agreed that changes to the Information Services Policy should be made and both policies would then be ready for board approval at the next regular board meeting. Upon reviewing the policy review schedule, it was agreed that the next meeting would be in July.

ADJOURNMENT

On a motion by Eva Serrano seconded by Archie Needam, the Policy and Personnel Committee voted unanimously to adjourn at 5:00 p.m.

All in favor.

Motion carried.

CERTIFIED TO BE A TRUE COPY

Committee Chairperson (Member)

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