



**AURORA PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
SEPTEMBER 13, 2021**

CALL TO ORDER: at 6:00 p.m.

Present: Trustees Paul LaTour, Sandeep Londhe

Absent: Matthew Orr

Also present was Executive Director Michaela Haberkern

ADDITIONS/CHANGES TO THE AGENDA: None

APPROVAL OF MINUTES OF AUGUST 17, 2021 COMMITTEE MEETING:

Sandeep Londhe moved, and Paul LaTour seconded to approve the minutes of the August 17, 2021 committee meeting.

All in Favor

Motion Carried

COMMITTEE MEETING 08-17-21 MINUTES APPROVED

PUBLIC COMMENTS: None

NEW BUSINESS:

Policy Review Cycle

Michaela discussed the updated policy review cycle document with the committee and outlined the policies up for review in the next few months.

Rescind Tutor Policy

Michaela asked the committee to recommend the full board rescind the Tutor Policy. Staff believe that they can handle whatever issues may arise with the Customer Behavior and Security Policy.

Sandeep Londhe moved, and Paul LaTour seconded, to recommend that the full board rescind the Tutor Policy.

All in Favor

Motion Carried

Rescind Conflict of Interest Policy

Michaela asked the committee to recommend the full board rescind the Conflict of Interest Policy as advised by our general counsel Roger Ritzman. The board has an Ethics Ordinance in force, as legally required, and so this policy is unnecessary.

Sandeep Londhe moved, seconded by Paul LaTour, to recommend that the full board rescind the Conflict of Interest Policy.

All in favor

Motion carried

Digital Preservation Policy

Michaela reviewed this complete revision of the Digital Preservation Policy, renamed the Local History Collection Development Policy. The policy scope has been broadened to include all material in the local history center, and includes a section addressing our digital collections. The policy extends current research strengths, anticipates future needs, and supports the current collection. It provides direction to collect the stories of Aurora’s diverse communities.

The committee suggested a minor revision to a phrase describing non-print materials.

Sandeep Londhe moved, seconded by Paul LaTour, to recommend that the full board approve the Local History Collection Development Policy as corrected.

All in favor

Motion carried

Social Media Policy

Michaela reviewed minor changes to the policy, mostly with regard to updated wording. The committee discussed several items in the prohibited content list, including comments or links unrelated to the comments. Michaela explained that this prohibition is mostly used to remove advertising and inappropriate content, some of which may also be spam.

Sandeep Londhe moved, seconded by Paul LaTour, to recommend that the full board approve the Social Media Policy as presented.

All in favor

Motion carried

ADJOURNMENT

Sandeep Londhe moved, and Paul LaTour seconded to adjourn at 6:42 p.m.

All in Favor

Motion Carried

CERTIFIED TO BE A TRUE COPY

mh

Chair, Policy and Personnel
Committee