



**MINUTES OF THE POLICY COMMITTEE  
of the BOARD OF TRUSTEES MEETING**

**May 2, 2025  
11:00 A.M.**

The Policy Committee of the Board of Trustees of the Morton Grove Public Library met on Friday, May 2, 2025, at the Morton Grove Public Library.

An agenda was posted to the Library website 48 hours prior to the meeting.

The meeting was called to order at 11:00 a.m. by Trustee Jost.

Those answering roll call were Trustees Jost, Flores, and Hussain.

Also Present: Pam Leffler, Executive Director

**PUBLIC COMMENTS – AGENDA ITEMS**

There were no members of the public present to address the Policy Committee.

**APPROVAL OF POLICY COMMITTEE MINUTES OF NOVEMBER 12, 2024**

A motion to approve the Policy Committee minutes from November 12, 2024, was made by Trustee Jost and seconded by Trustee Flores.

Ayes: Jost, Flores, Hussain

**POLICIES UNDER REVIEW**

The following policies were reviewed: Anti-Bullying, Credit Card, Investment, Lost and Damaged Materials, Meeting Room, and Patron Privacy.

Executive Director Pam Leffler went over the suggested revisions to current policies and introduced the new policies:

- Anti-Bullying – This is a new policy that will be added to the Employee Handbook. We currently have sections of the Employee Handbook that deal with harassment but nothing that specifically addresses bullying.
- Credit Card – Minor formatting and grammatical revisions; adds a space for employee signature and date on the Credit Card Policy Employee Acknowledgement form.
- Investment – Significant formatting changes, no changes to content.
- Lost and Damaged – Updates name of Circulation Services Manager to Access Services Manager.

- Meeting Room – Minor changes removing mention of more than one meeting room available for use by the public; updates name of the Adult Services Department to the Adult and Teen Services Department.
- Patron Privacy – no changes.

A motion to recommend to the full Board approval of all policies as presented was made by Trustee Jost. Seconded by Trustee Hussain.

Ayes: Jost, Flores, Hussain

**NEXT MEETING DATE**

The next Policy Committee meeting is scheduled for Monday, June 30, 2025, at 11:00 a.m.

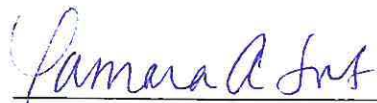
**PUBLIC COMMENTS – NONAGENDA ITEMS**

There were no members of the public present to address the Policy Committee.

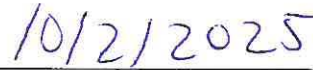
**ADJOURNMENT**

The meeting was adjourned at 11:11 a.m.

APPROVED:



Chair, Policy Committee



Date