

**1. Call to Order, Roll Call**

Meeting called to order by K. Allan at 11:06am. J. Hagen-McIntosh, B. Cutler,

**2. Introduction of Visitors/Public Comment**

- No public
- Staff present: J. Hovanec and J. Chavez Buchanan

**3. Current Business**

**A. Governance Policy – J. Hovanec**

- The Committee discussed potential changes to the Governance Policy. The last review of the policy was three years ago. The Governance Policy was reviewed by the attorney Ancel Glink with their recommend changes.
- The script for the Oath of Office will remain the same.
- Board meeting minutes will be emailed to the President and Secretary for review prior to the board meeting.
- Suggested signatures on bank accounts President, Treasurer and Executive Director.
- J. Hovanec will get clarification on naming “Deputy Treasurer.”
- Librarian-in-Charge will change to Person-in-Charge.
- Review of Illinois State Standards is now required annually as part of the Per Capita Grant.
- Library Affiliations will add SWAN and ALA.
- Mission and Vision Statement will be updated.
- Change all he/she to “their”.

**B. Public Comment Policy – J. Hovanec**

- The Committee discussed potential changes to the Public Comment Policy. Attorney Ancel Glink reviewed the Public Comment Policy and made recommendations.
- The first sentence on the 1<sup>st</sup> bullet point can be deleted.
- Will allow written comments that are sent prior to the board meeting.
- The 4<sup>th</sup> bullet point will be deleted.
- The 5<sup>th</sup> bullet point Behavior Policy will be replaced with Code of Conduct policy. 2<sup>nd</sup> sentence irrelevant will be deleted. 3<sup>rd</sup> sentence personal attack will be replaced with harassing.

**4. Adjournment at 12:44pm**

Respectfully submitted by:  
Joanne Chávez Buchanan, Business Manager