

BOARD OF TRUSTEES
GREEN HILLS PUBLIC LIBRARY DISTRICT

August 15, 2016

AGENDA

REGULAR MEETING -5:00 pm

- I. Call to Order
- II. Roll Call and Pledge of Allegiance
- III. Acknowledgement of Visitors
 - Lauren Kay from Youth Services will give a report
- IV. Approval of Minutes
 - Regular Meeting Minutes of July 18, 2016
- V. Operating Fund Treasurer's Report and Warrant:
 - #2
- VI. President's Report
- VII. Public Comment
- VIII. Director's Report
- IX. New Business:

Action Item:

16-08-41 Illinois Public Library Annual Report (IPLAR)

This report is submitted to the State Library annually as one of the requirements to receive our Per Capita Grant.

16-08-42 Approve Ordinance #1184 .02% Building and Maintenance Levy

This Ordinance must be passed to levy funds to assist with costs associated with the maintenance and operation of the building. If no petition is filed within 30 days after publication of the Ordinance, that tax will be levied. Board adoption of this Ordinance is necessary in order for the Library to receive the funds.

16-08-43 Food for Overdue Fines

We would like to offer Green Hills Public Library District cardholders the opportunity to reduce or eliminate their overdue fines during the month of November by dropping off unexpired nonperishable food items in good condition. We will waive \$1.00 in overdue fines for each food item donated. All food items will be donated to the Palos Township Food Pantry.

16-08-44 Approve Circulation Policy for Wi-Fi Hotspots

We would like to propose a policy that will support circulation of Wi-Fi Hotspots. As our local school districts continue to provide electronic devices to students for offsite school-related use, Internet access becomes more necessary. While the Library offers free Wi-Fi in the building, circulating Wi-Fi Hotspots will enhance our service offerings and improve accessibility for those without an Internet service provider at home. It has been a very popular and successful program at many other libraries. We are recommending a 2 week loan period with 1 renewal and the ability to place a hold. There will be a \$2.00 daily overdue fine. Limit 1 Wi-Fi Hotspot per person.

16-08-45 Approve Wi-Fi Hotspot Lending Policy Acknowledgement Form

As this is a high cost item, patrons should be required to sign an Acknowledgement Form. Once the borrower has signed the form, it will be noted in their account for future checkouts. This is the same procedure that we use for our eReaders and Rokus.

16-08-46 Approve Updated Wireless Internet Access Policy and FOIA Policy

Klein, Thorpe, and Jenkins reviewed and revised these two policies. Please see attached documentation. Changes are in blue.

16-08-47 Approval of 3D Printing Policy

Staff would like approval to adopt a policy for our 3D Printer. We are also asking for approval to charge \$0.25 per half hour. We believe it will be easier to charge by time rather than by weight.

16-08-48 Approval to Amend Laptop Loan Policy

We would like to amend the Laptop Loan Policy to allow reciprocal borrowers to check out laptops. The amended policy would read:

Eligibility: Laptop users must be 18 years of age or older. Laptops can only be checked out to the user's library card, which must be in good standing.

16-08-49 Set Date for Public Hearing for 2016/2017 Budget and Appropriations Ordinance

We are approving the public hearing date of Monday, September 19, 2016 with this action to provide at least 30 days for public review and publishing of notice.

- X. Correspondence / Articles / Meetings / Events and News
- XI. Document Signing
- XII. Adjournment