

**MINUTES OF THE
WARRENVILLE PUBLIC LIBRARY DISTRICT
MEETING ROOM POLICY COMMITTEE
TUESDAY, JANUARY 10, 2017 – 7:00 P.M.**

1. Call to order – Director Whitmer called the meeting to order at 7:04 p.m.
2. Roll Call - Director Whitmer called roll call

ATTENDING: Trustees DuRocher, Lezon and Warren

ALSO ATTENDING: Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Appoint Committee Chairperson

Trustee DuRocher volunteered to be Committee Chairperson. The committee members all agreed.

4. Approval of the Agenda

MOTION: Trustee Warren moved to approve the agenda as presented. Trustee Lezon seconded.

Voice vote – all ayes

Motion carried

5. Public comments – None

6. New Business

- a. Discussion of Meeting Room Policy

After discussion, the Committee agreed on the following general stipulations:

- The meeting room will be open for public use.
- There will be no restrictions on the contents of the meeting (i.e. any organization, no matter what the topic, can use the room).
- No social gatherings will be allowed (i.e. showers, birthday parties, dances, mixers, receptions, etc.)
- No selling of items or admission fees will be allowed.
- No fees will be charged to use the room.
- Fees will be charged to use the AV equipment. An employee, possibly a new staff member, will be paid to remain in the room and assist with the AV equipment.
- Equipment that is free to use will be listed in the policy.
- Use of the room will not be restricted to Warrenville cardholders. In order to make sure that all Library program will be accommodated, a tiered reservation system will be implemented which will allow the Library to

reserve the room before it would open up to Warrenville Residents and then after a certain time period, to all others wishing to use the room.

- Food and beverage will be allowed with no fees. Food will be limited to simple refreshments such as coffee, doughnuts, cookies, etc. Simple box lunches or cold catered or prepared food will be allowed, but not meals of a more elaborate nature.
- The room will not be available for public use on Sundays.
- Anyone using the room will abide by the Library's General Rules of Conduct and if any damage occurs the responsible party will be charged for the damages.

It was agreed by the Committee that all of the above mentioned items can be revisited at any time if changes need to be made.

After considerable discussion it was the consensus of the Committee to be silent on groups holding religious services in the meeting room.

Staff will incorporate other pertinent details and present a draft policy at the next committee meeting on February 2.

7. Adjournment

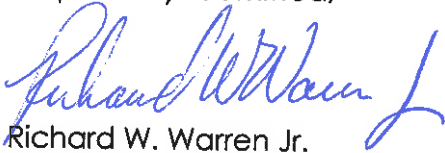
MOTION: Trustee Warren moved to adjourn the committee meeting at 7:58 p.m.

Trustee DuRocher seconded.

Voice vote – all ayes

Motion carried.

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees