

**MINUTES OF THE
MEETING ROOM POLICY COMMITTEE
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Thursday, February 2, 2017**

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon and Warren

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

3. Approval of the Agenda

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

Voice vote: All ayes

Motion carried

4. Public Comments – none

5. Approve Minutes of the January 10, 2017

MOTION: Trustee Warren moved to approve the Minutes of the Meeting Room Policy Committee of January 10, 2017. Trustee Lezon seconded.

Voice vote: All ayes

Motion carried

6. Unfinished Business

- a. Discussion of Meeting Room Policy

- II. Priorities for Use and Prohibited Uses

- Director Whitmer pointed out the different tiers for reservations. Trustee DuRocher suggested adding "d. Warrenville Cardholders" and "e. All other organizations".

- III. Reservations & Scheduling

- Paragraph A. – Add the sentence "Fees are assessed for optional equipment and services."

VI. Room Capacities, Equipment & Amenities

- Director Whitmer stated that the room capacities and configurations will be added when the rooms are completed.
- Director Whitmer suggested an easel and whiteboard be added as included equipment for each room.

VII. Other Rules and Regulations

- Consensus of the Committee is alcoholic beverages not be permitted.
- Trustee Lezon suggested that "no red or purple drinks" be included in the food description.

OTHER:

- Trustee DuRocher suggested that all verbiage be definitive in nature.
- Trustee Warren suggested listing the revision dates as part of the body of the policy, with only the latest revision date included in the footer.

7. Adjournment

MOTION: Trustee Warren moved to adjourn the committee meeting at 7:30 p.m.

Trustee DuRocher seconded.

Voice vote: All ayes

Motion carried

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees

Warrenville Public Library District