

DESTRUCTION OF EXECUTIVE SESSION RECORDINGS

(5 ILCS 120/2.06) (from Ch. 102, par. 42.06)

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1) the public body approves the destruction of a particular recording; and
- (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

According to State statute, the Board can vote to destroy closed meeting recordings 18 months after the closed meeting as long as the Library has approved written minutes from that meeting.

Therefore be it resolved, that the recording of the Executive Session dated: 7/20/2021 is approved for destruction.

ELECTRONIC COMMUNICATIONS AMONG LIBRARY TRUSTEES

Electronic communication shall not be used to discuss or transmit messages pertaining to Library business among a majority of a quorum of Library Trustees. (Note: A majority of a quorum of the Library Board is 3 members.)

Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided altogether whenever the subject is a sensitive or confidential matter. When communicating via e-mail, “reply to all”, “forward” or “cc” responses must be avoided since such communication would constitute a gathering of a majority of a quorum (or more) of the Library Board, in violation of the Illinois Open Meetings Act.

E-mail may be used for routine communications between Trustees and Library staff. Examples of this type of communication include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing.
- Dissemination of information

The Library will maintain an email account for the Library Board as a group to facilitate communications from the public. Library staff will monitor this account and ensure that messages receive an appropriate response.

All e-mail that constitutes a public record must be maintained in accordance with the Local Records Act and must therefore go through official Library email accounts, which are archived as specified under the law.

HOURS OF SERVICE AND HOLIDAYS

The Library will operate on the following schedule and observe the holidays listed below:

9:00 a.m. - 9:00 p.m.	Monday-Friday (The Library will close at 5:00 p.m. on New Year's Eve.)
9:00 a.m. - 5:00 p.m.	Saturday
1:00 p.m. - 5:00 p.m.	Sunday (except for Easter Sunday, when the Library will be closed)

The Library will be closed in observance of the following holidays.

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Staff Institute Day	Date will be determined by staff and Board will vote to approve.

When a holiday occurs on Sunday, the Library will be closed on both Sunday and the following Monday.

CONTRACTOR LIABILITY

The Elmhurst Public Library requires contractors involved in remodeling, renovation, maintenance or other services where there is a risk of personal injury, to carry workmen's compensation and liability insurance with \$1,000,000 coverage, and to furnish certificates to verify this coverage from their insurance firm.

DONATIONS POLICY

The Elmhurst Public Library welcomes donations from individuals and organizations. The purpose of this policy is to provide guidance to those who may be interested in donating. The Library reserves the right to accept or reject any donation. Donations may also be made to the Friends of the Elmhurst Public Library, an independent 501 (c) (3) non-profit corporation in accordance with its policies and guidelines.

Types of Donations

Monetary Donations

The Library welcomes monetary donations. There are three types of monetary donations: restricted, unrestricted, and commemorative.

Restricted donations are those where the donor has defined specific terms, conditions, and purposes. The Library may accept such donations, which support the Library's mission. The Director or their designee will coordinate restricted donations and will determine, in consultation with the Library Board of Trustees, the suitability of the restricted donation. Terms of acceptance must be compatible with the Library's policies, the donor's intent, and applicable laws.

Unrestricted donations are those where the donor has not specified conditions, terms, or purposes. Whenever possible, the Library will use these donations to purchase items that enhance the Library building or Library services.

Commemorative Donations

The Library offers limited opportunities to name building elements such as rooms or landscape features in return for a cash donation.

Donations of Materials for the Collection

The Library does not accept donations of books or other materials for the collection.

Donations of Other Items

The Library will consider on a case-by-case basis donations of goods and services that support the Library's mission. The Director or their designee will coordinate such inquiries and will determine, in consultation with the Board, the suitability of the proposed donation. Terms of acceptance will be in accordance with Library policies, the donor's intent, and applicable laws.

Acknowledgement of Donations

The Library will provide a letter to the donor acknowledging the donation. In the case of memorial or tribute donations, a letter will also be provided to a representative of the honored individual. Donations to the Library may be tax deductible. The Library will not provide a valuation for any donated items or goods.