

Berkeley Public Library  
Policy Committee Meeting Minutes  
February 22, 2024 1:00pm

**1. Call to Order, Roll Call, and Declaration of Quorum**

*The meeting was called to order by Chairperson DeFord at 1:03pm.*

*Present: Trustees DeFord and Williams, Director Cox, Assistant Director La Barbera.*

**2. Review – Draft Travel Expense Act Revision**

*The committee reviewed the draft of the 'Resolution to Comply with the Government Travel Expense Control Act (50 ILCS 150). A formatting error between sections 5 and 6 was noted and will be fixed. The committee agreed that the draft should be presented to the Board as a whole at the February 28<sup>th</sup>, 2024 regular meeting.*

**3. Review – Draft General Policies Revision**

*The committee reviewed the draft of the 'General Policies' document, including the additions of sections for Passport Acceptance and Museum Passes. The committee agreed to add a link to a page on the Library's website with additional information and limitations for passport service.*

*The committee agreed that the draft should tentatively be presented to the Board as a whole at the March 28<sup>th</sup>, 2024 regular meeting.*

**4. The committee reviewed the schedule of Library policies and agreed that the next committee meeting is to be scheduled for the first half of April 2024.**

**5. Adjournment**

*The Policy Committee meeting was adjourned at 1:25pm by chairperson DeFord.*