

Meeting of the Byron Public Library District  
Operations Committee  
Board Room  
Byron Public Library District  
100 S. Washington St. Byron, IL 61010  
March 11, 2025

Committee Members Present: Susan O'Neil, Rachel Hansen, James Chisholm  
Also Present: Julie Reckamp and Nancy McKay

Mrs. O'Neil called the meeting to order at 2:45 pm.

The committee discussed the Library Director Evaluation Policy that had been discussed at a previous committee meeting. The committee felt that the policy should be presented to the full board at the April board meeting.

The Open Door Communication/Problem Solving Policy was discussed. While the committee felt additions to this policy are necessary, it is complicated by the current reporting structure at the library. The committee felt this item should be addressed once a new director is in place.

Mrs. Reckamp discussed the current Fax Policy, which is incorrect and noted that fees for faxing are covered by the current Service Fees Policy. The committee agreed that the Fax Policy is obsolete and should be removed by a vote of the board at the April board meeting.

The library's most recent audit noted the library needs a Capital Asset Policy. The committee reviewed and discussed sample policies from other libraries. Many of the policies use similar language. The committee suggested Mrs. Reckamp combine samples and present a policy at the April board meeting.

Mrs. Reckamp noted that a Disposal of Surplus Property Policy is a separate policy at some libraries and combined into the Capital Asset Plan at other libraries. While the committee agreed on the need for the Disposal of Surplus Property Policy, it was decided to address that issue once a new director is in place.

Rachel Hansen left the meeting at 3:20pm.

Mrs. O'Neil made a motion to adjourn the meeting and the motion was seconded by Mr. Chisholm. The meeting adjourned at 3:30 pm.

Respectfully submitted,  
Julie Reckamp

Approved April 9, 2025