



Village of Lombard

Village Hall
255 East Wilson Ave.
Lombard, IL 60148
villageoflombard.org

Minutes Community Relations Committee

*Trustee Dan Militello - Chairperson
Trustee Bill Ware - Alternate Chairperson,
Pamela Bedard, Ahmed Ali,
Michael Ledonne, Sharon Vish, Barb Ware,
Gladys Piper and Anthony Pacilli
Staff Liaison - Avis Meade*

Monday, August 12, 2019

7:00 PM

Trustees Conference Room

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order by Chairperson Dan Militello at 7:02 p.m.

Anthony Pacilli led the Pledge of Allegiance.

2.0 Roll Call

Present 5 - Dan Militello, Pamela Bedard, Sharon Vish, Barbara Ware, and Anthony Pacilli
Absent 3 - Ahmed Ali, Gladys Piper, and Michael Ledonne

Also present: Scott Niehaus, Village Manager, Scott Gargano, Customer Service Systems Manager and Avis Meade, Staff Liaison

3.0 Public Participation

None.

4.0 Approval of Minutes

A motion was made by Anthony Pacilli, seconded by Pam Bedard, to approve the minutes of the June 10, 2019, committee meeting. The motion was approved by unanimous vote.

5.0 Old Business

[190239](#)

Room Use Policy

The committee will review an updated Village Meeting Room Policy that includes recommendations made at the June 10, 2019, committee

meeting.

The committee reviewed an updated Room Use Policy, that outlined restrictions on the public use of the Village's meeting rooms. The new policy was unanimously approved. The new policy changes include:

- Restricting the usage of the rooms to government entity or group of which the Village has direct affiliation or paid membership dues,*
- Allow seated elected officials that represent Lombard residents to request meeting room use for town hall meetings, but for 90 days prior to an election cycle.*
- Prioritize Village government and business above other requests*
- Deny any political requests*

A motion was made by Barb Ware and seconded by Anthony Pacilli to approve the updated Room Use Policy. The motion passed by unanimous vote.

[190129](#)

Senior Fair 2019

Staff will provide an update related to the 2019 Senior Fair event, scheduled for Wednesday, October 2, 2019, at the Madison Meadow Athletic Center. A current count of interested vendors will be provided.

Staff shared information on the layout for the 2019 Senior Fair in the new Madison Meadow Athletic Center. The event is scheduled for Wednesday, Oct. 2, 9 a.m. - 1 p.m. As of August 12, 2019, there have been 17 inquiries related to Senior Fair. In the coming months, staff will pursue vendors for the fair and inform vendors of the new \$100 fee for for-profit companies or businesses.

6.0 New Business

[190336](#)

Presentation of the Boards, Committees and Commissions Handbook

Presentation regarding the Village Boards, Committees and Commissions Handbook and Social Media Policy.

Committee members reviewed the Boards, Committees and Commissions handbook that reviews best practices and guidelines for individuals representing the Village of Lombard. This review included the new Social Media Policy. All members received this information.

[190355](#)

Amendment to the Electronic Message Board Policy

Discuss changes to the Electronic Message Board Policy to reflect similar recommendations that had been made in the Room Use Policy,

related to use by elected officials.

Staff presented an amendment to the Village's Electronic Message Board Policy, to help define the parameters of who/what organization may request a displayed message. The committee unanimously agreed that the amendment should be made.

[190356](#)

Customer Service Policy

Customer Service Systems Manager Scott Gargano will present information on a new Customer Service Policy, which will require the committee's approval of a request to test an automated attendant with the Village's main telephone number.

The committee reviewed the Village's Customer Service Policy, as presented by Customer Service Systems Manager Scott Gargano. The committee unanimously recommended the Village policy be approved. In conjunction with the Customer Service Policy, the committee unanimously recommended that a trial of a new automated attendant with the Village's main telephone number be implemented.

[190324](#)

2020 Budget Overview - Presentation

Village Manager Scott Niehaus will present information about the Village's budget and long-term budget concerns.

Village Manager Scott Niehaus presented information about the Village's budget, including long-term budget concerns.

7.0 Other Business

None.

8.0 Information Only

None.

9.0 Adjournment

A motion was made by Barb Ware, seconded by Pam Bedard, to adjourn the meeting at 8:21 p.m. The motion unanimously.