

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
April 11, 2022  
10AM

- I. Call to Order  
The meeting was called to order at 10:10AM.
  
- II. Roll Call  
Present: Trustee Wagner, Trustee Knutson, and Director Kowalcze  
  
Absent: None  
Also Present: None  
Citizens Advisory Committee: None
  
- III. Introduction of Visitors  
None
  
- IV. Minutes for Approval  
Minutes from the Policy & Personnel Committee Meeting on March 14, 2022 were reviewed and approved the Committee members.
  
- V. Old Business
  - A. Policy Review
    1. Fixed Asset Capitalization Policy- The Committee reviewed this policy and recommended giving it to the Board to review with no changes.
    2. Outstanding Check Policy- Reviewed a draft of the policy. Changes include specifically stating what language should be included in outstanding check notifications, and listing the specific state statute that is applicable. It was also recommended to remove reference to the specific month the check report should be run, and instead tie it to the end of the fiscal year and the Treasurer's Annual Report.
    3. Fund Balance Policy- Director Kowalcze presented a draft of a new Fund Balance Policy, but she and the committee still have some outstanding questions regarding appropriate ranges to implement. It was decided to table the policy until the next Audit, and ask for input from the auditors regarding appropriate fund balance ranges.

4. Credit Card Use Policy- Reviewed a draft of the policy. Changes include eliminated many listed procedures and cutting back on redundant language. References to debit cards were removed, as the Library does not have any. Purchases not requiring prior Director approval were reduced from \$1000 per item to \$500. References to a Bookkeeper were removed and replaced with the Business Manager.

VI. New Business

A. Policy Review

1. Finance & Purchasing Policy- This is a new proposed policy, so a draft was carefully reviewed by the Committee. This new policy will cover a broad range of financial topics, including authority to spend, petty cash, routine banking procedures, and disposition of surplus funds. Upon review of the draft, it was suggested to change the Director's authority to spend on unbudgeted items from \$10,000 to \$5,000. Additional information about spending in the event of a building emergency was also suggested for addition. This policy will be forwarded to the Board for review.
2. Alcohol in the Library Policy- The Committee looked at another library's policy, and discussed only minor updates. A draft will be available at the next Committee Meeting.
3. Unattended Children Policy- The Committee reviewed other library's Unattended Children Policies. Discussed revisions included updating the age for those supervising children from 18 to "high school aged." A draft will be reviewed at the next meeting.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 11:30AM.

Recorded By:  
Amanda Kowalcze  
*Library Director*