

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY

April 6, 2026

9:30AM

I. Call to Order

The meeting was called to order at 9:32AM.

II. Roll Call

Present: Trustee Evenhouse, Trustee Meszaros, and Trustee Otway

Absent: None

Also Present: Director Kowalcze

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Otway motioned and Trustee Evenhouse seconded to approve the Minutes from the meeting on March 11, 2026. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Parking Policy

The Committee took a second look at the Parking Policy. The Committee discussed a recent incident where community members looking to attend an event at a neighboring institution overran the Library's parking lot. The Committee discussed current procedures for calling for tow trucks and for handling vehicles left in the parking lot after closing. The Committee had no edits for this policy, and decided to forward the policy on to the full Board to review.

B. Alcohol in the Library Policy

The Committee took a second look at the Alcohol in the Library Policy. The Committee had minimal suggested changes concerning standardizing language throughout the policy, and had no further suggested changes. The Committee decided to send the policy on to the full Board to review.

C. Library Vehicle Policy

The Committee took a second look at the Library Vehicle Policy. This policy has had input from the Library's insurance agent and the Library's attorney. Since the last

time the Committee reviewed this policy, staff had suggested two minor word choice changes to remove ambiguity in language.

The Committee discussed reviewing Motor Vehicle Records (MVRs) of authorized drivers. Director Kowalcze shared information that she obtained from speaking with the Reaching Across Illinois Library System (RAILS) on their procedures for obtaining MVRs for all potential drivers upon hire and then reviewing them again annually. The Library’s attorney confirmed that as the Library has a government purpose for reviewing MVR, it is legally allowed to do so. Further the Library has a “legitimate operational and safety interest in checking the MVR of its employees.” The attorney confirmed that although they are not needed, getting written consent from employees before running MVR checks is a highly recommended best practice.

The Committee agreed that setting up a similar practice to RAILS, where potential drivers have a MVR check upon hire and annually thereafter is a good fit for the Library. The Committee spent some time discussing the level of detail the policy should include regarding the MVR check, and decided that some items should be covered as procedure, instead of being listed in policy. Director Kowalcze will add language regarding MVR privacy that mirrors language in the Library’s Background Check section of the Employee Handbook.

The Committee agreed that the draft policy should go to the full Board for discussion at the next Board Meeting, as there may be suggested additions or edits that could require an additional draft revision.

VI. New Business

A. Non-Discrimination & Anti-Harassment Policy

The Committee took a first look at the Non-Discrimination & Anti-Harassment Policy. Most of the language in this policy comes from the relevant laws. Director Kowalcze checked the listed phone numbers and contact information for state agencies, and several needed to be updated. The Committee suggested specifically listing “Volunteers” in the policy, in addition to employees, trustees, contractors, and library guests. The Committee discussed potential ambiguity in language referring to timeline of reporting and had some suggested clarifying edits. The Committee agreed to take a second look at this policy at their next meeting.

B. Freedom of Information Act (FOIA) Policy

The Committee reviewed the Freedom of Information Act (FOIA) Policy. There is only one recommended update to this policy, which is to include language about requests coming in via email not requiring the Library to open suspicious links or attachments. This update is in line with updates to the Freedom of Information Act that went into effect this year. The Committee also reviewed the FOIA Request Form

and the forms for denying FOIA requests in full or in part. There were no suggested edits to those forms. The Committee agreed to take a second look at this policy at their next meeting.

C. Community Information & Solicitation Policy

The Committee reviewed the Community Information & Solicitation Policy. The Committee discussed the increased requests for the Library to post flyers about community events and services and what types of flyers should or should not be posted. The Committee also discussed how to prioritize posting space and ways to address the increased demand. The idea of adding additional community board space was suggested, as these are disappearing throughout the community, and there is clearly still demand. The Committee decided to remove language about community newspapers, as the Library will only put out newspapers that the Library has opted into receiving. The Committee agreed to take a second look at this policy at their next meeting.

D. Next Meeting

The Committee will meet again in May, tentative scheduled for May 8th at 3pm. On the agenda will be a second look at the Non-Discrimination & Anti-Harassment Policy, Freedom of Information Act (FOIA) Policy, and Community Information & Solicitation Policy, as well as a review of the Conceal Carry Weapons Policy and Gift Ban Policy. The Staff have also requested the creation of a new AI Policy. Director Kowalcze will gather some information from staff and other libraries in order to start a new draft policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 10:58am.

Recorded By:
Amanda Kowalcze
Library Director