

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
August 15, 2022
1PM

I. Call to Order

The meeting was called to order at 1:03PM.

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 May 16, 2022 were reviewed and approved the Committee members.

V. Old Business

A. Policy Review

1. Sexual Harassment Policy- The Committee a draft of a new policy based on the most up-to-date sample policy from HR Source. The language has also been updated to meet the new Illinois Human Rights Act changes from June. This more comprehensive Anti-Harassment and Anti-Discrimination Policy will supersede and replace the existing Sexual Harassment Policy.

2. Reference Services Policy- The Committee recommended advancing this policy to the Board for review with no changes.

3. Race and Equality Policy- The Committee recommended advancing this policy to the Board for review with no changes. Director Kowalcze reviewed how staff have evaluated the commitments in this policy and evaluated the Library's efforts.

VI. New Business

A. Policy Review

1. Photography & Filming Policy- This new policy outlines rules for filming within the Library by the public and staff, and adds additional guidance for specific circumstances, such as Board Meetings and hired outside performers. The Committee decided to send this draft to the next Board Meeting.
2. Investment of Public Funds Policy- After reviewing the current Investment Policy and the previous policy from 2012, the Committee decided to create a new policy based on the current example policy from the State of Illinois. The new policy is easier to understand and legally up-to-date. The Committee decided to send this draft to the next Board Meeting.
3. Whistleblower Reporting & Anti-Retaliation Policy- This new policy incorporates new legal requirements from the state regarding establishing a local auditing official and listing procedures for responding to reports of government malfeasance. The Committee decided to send this draft to the next Board Meeting.
4. Homebound Delivery Policy- This new policy establishes the parameters of the Library's Homebound Delivery Service and eligibility requirements. The Committee decided to send this draft to the next Board Meeting.
5. Donation Policy- Additional information regarding the new Donor Acknowledgement Wall which is soon to be installed is a suggested addition to this policy.

B. Potential New Policies

1. FOIA Procedure Policy- The Committee discussed creating a FOIA procedure policy which outline's the Library's response to a FOIA request. There was also discussion of creating a FOIA request form for ease of use.
2. Volunteer Policy- The Committee discussed creating a formal Volunteer policy to define the types of work volunteers may do and eligibility for volunteering.
3. Work from Home Policy- The Committee discussed the creation of a formal Work from Home policy to define under what circumstances work may be done at home, by whom, and what work was appropriate to be done.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 1:42PM.

Recorded By:
Amanda Kowalcze
Library Director