

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
August 4, 2026
3:30PM

I. Call to Order

The meeting was called to order at 3:32PM.

II. Roll Call

Present: Trustee Evenhouse and Trustee Meszaros

Absent: Trustee Otway

Also Present: Director Kowalcze

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Evenhouse motioned and Trustee Meszaros seconded to approve the Minutes from the meeting on June 12, 2026. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Artificial Intelligence (AI) Policy

The Committee took a third look at the Artificial Intelligence (AI) Policy. The Committee discussed feedback from the Board of Trustees that the policy should include a list of information sources, as well as having the Policy assessed by staff after it is implemented, on a quarterly basis to start. Other than a minor typo adjustment, the Committee agreed that the list of information sources was the only change needed.

The Committee agreed that the Policy should be brought back to the full Board in August for approval.

B. Public Comment in Meetings Policy

The Committee took a second look at the Public Comment in Meetings Policy. The Committee had no further edits to suggest to this policy. The Committee decided to send the policy on to the full Board to approve.

C. Artwork Display Policy

The Committee took a second look at the Artwork Display Policy and Artwork Exhibit Release. The new draft reflects the edits from the previous meeting with new language about reserving the right to decline an exhibit, and limiting the number of times an individual or group can apply to be exhibited annually. The Committee had no further edits to suggest to this policy. The Committee decided to send the policy on to the full Board to approve.

D. Patron Behavior Policy

The Committee reviewed the Patron Behavior Policy a second time. The Committee suggested an additional edit to indicate that physical gestures could also be interpreted as harassment and will not be tolerated. The Committee decided to send the policy on to the full Board to approve.

VI. New Business

A. Identity Protection Policy

The Committee reviewed the Public Comment in Meetings Policy. This policy applies only to two members of administration who have access to Social Security numbers. It was pointed out that “Social Security” needed to be capitalized throughout the policy. No other edits were suggested. The Committee agreed to take a second look at this policy at their next meeting.

B. Internet Access and Digital Device Policy

The Committee took a first look at the Internet Access and Digital Device Policy. The Committee only had a minor typo correction as their only suggested edit. The Committee agreed to take a second look at this policy at their next meeting.

C. Security Camera Policy

The Committee reviewed the Security Camera Policy. There were no changes suggested for this policy. The Committee will review this policy again at their next meeting.

D. Confidentiality of Library Records and Patron Data Privacy Policy

The Committee reviewed the Confidentiality of Library Records and Patron Data Privacy. Suggested edits to this policy include reorganizing the information for a more reader-friendly flow, adding language about maintaining PCI DSS compliance, and information about user privacy on the Library’s website. The addition of the PCI DSS information will allow the Board to sunset the existing Credit Card Security Policy. The Committee also discussed adding language indicating that the Library cannot be responsible for the privacy practices of digital material platforms, as those are controlled by third party companies. The Committee will review this policy again at their next meeting.

E. Next Meeting

The Committee will meet again in September, tentative scheduled for September 10th at 9:15am. On the agenda will be a second look at the Identity Protection Policy, Internet Access and Digital Device Policy, Security Camera Policy, and Confidentiality of Library Records and Patron Data Privacy Policy, as well as a review of the Programming Policy, Library Social Media & Comment Policy, Vulnerable Adult Policy, and Fundraising Policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 4:27PM.

Recorded By:
Amanda Kowalcze
Library Director