

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
December 2, 2024  
11:30AM

I. Call to Order

The meeting was called to order at 11:39AM.

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

Trustee Wagner moved, and Trustee Knutson seconded to approve the Minutes from the Policy & Personnel Committee Meeting on October 9, 2024. Minutes approved.

V. Old Business

A. Trustee Binder Digital Options

1. Director Kowalcze spoke with the website company about building a password protected page for the Trustee Binder. They quoted a nominal fee to do the work, but also shared information about how to build the page internally at no cost. Director Kowalcze will attempt to build the page herself based on these instructions, and will pivot to using the company if it turns out to be more difficult than anticipated. The Committee discussed how the webpage could be structured. Trustee Knutson stated that she had experience with webpage building and volunteered to assist. Director Kowalcze hopes to focus on this project during the quieter winter months, with a target completion date of before the April election.

VI. New Business

A. Library Social Media & Comment Policy

1. Director Kowalcze shared the PowerPoint from a legal training she recently received regarding the government and social media. During this training, the presenter outlined which types of comments had been ruled to be protected by the First Amendment, and which were allowable to be deleted by government organizations, based on court cases from the last few years. The Committee is recommending that this policy be revised so that the listed impermissible content

align with that new knowledge. The Committee recommended bringing the policy to the Board for approval.

B. Credit Card Use Policy

1. The Committee reviewed a revised draft of the Credit Card Use Policy. The Committee agreed to remove a sentence stating that invoice billing is preferred, considering the recent shift away from check payments. Another recommended change is including a process and potential consequences for accidental personal charges made on the credit cards. The Committee reviewed adding language that the cardholder is responsible for all purchases made on their cards and that cards should not be loaned to other staff. Finally, the approval procedure for credit card payments was updated to reflect current practice. The Committee recommended bringing the policy to the Board for approval.

C. Outstanding Check Policy

1. The Committee reviewed the Outstanding Check Policy. No changes are recommended at this time.

D. Alcohol in the Library Policy

1. The Committee reviewed the Alcohol in the Library Policy. The only recommended change is to change the due date for applications from three days before the Board Meeting to one week before the Board Meeting. This will allow for timely incorporation in the Board Packet. The Committee agreed to forward the Policy to the full Board for approval.

E. Unattended Children Policy & Vulnerable Adults Policy

1. The Committee reviewed the Unattended Children Policy. Director Kowalcze shared that when she was reviewing other libraries' policies, she discovered many of them combined their Unattended Children Policy and a Vulnerable Adults Policy. The Committee decided that the unattended Children Policy did not have any recommended changes, but reviewed a draft of a new, standalone Vulnerable Adults Policy.

2. The Committee agreed that a separate Vulnerable Adults Policy was a clearer way to keep procedures separate from the Unattended Children Policy. Director Kowalcze shared that that very morning the Library had a vulnerable adult in the Library and emergency services had to be called to locate a caregiver. The new policy would set a threshold of care and needs, without which a person would be considered a "vulnerable adult" and require a caregiver while in the Library. The policy would clearly state that the Library is not set up to provide adult care needs, and that if a caregiver could not be located for a vulnerable adult that the matter would be turned over to emergency services. The Committee recommended bringing the new policy to the Board for approval.

F. Administrative Succession Plan Triennial Review

1. The Committee reviewed the Administrative Succession Plan. This document, which was originally confirmed by the Board in 2022 is due for review by the Board again in 2025. The Committee discussed that the document is for guidance in an emergency leave situation, but nothing in it obligates the Board to any specific plan. Director Kowalcze suggested a change that would recommend going with an outside interim director if several other Administrative Team staff were unavailable, since staff would be wearing many hats. Other updates have been made to the supplemental materials in the Plan, which is meant to provide guidance to whomever would be stepping into the position, such as important contacts, where to locate valuable information, and critical Library deadlines.
2. The Committee discussed the history of Succession Plans, which are a state standard, but were greatly popularized during COVID, when some libraries needed to scramble to cover unanticipated leaves.
3. The Committee recommended bringing the Succession Plan to the Board in January for the triennial review, and then maintaining the triennial review calendar.

G. Next Steps

1. The Committee discussed that with the accelerated business calendar for early 2025, that the Committee was at a good stopping point for policy review until after the April Election. Should a legal change necessitate a policy change, that pause could be rescinded.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 12:12pm.

Recorded By:  
Amanda Kowalcze  
*Library Director*