

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
December 4, 2025
9:15AM

I. Call to Order

The meeting was called to order at 9:26AM.

II. Roll Call

Present: Trustee Evenhouse and Trustee Otway

Absent: Trustee Meszaros

Also Present: Director Kowalcze

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Evenhouse motioned and Trustee Otway seconded to approve the Minutes from the meeting on November 6, 2025. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Photography & Recording Policy

1. The Committee reviewed the revised draft of the Photography & Recording Policy, which now includes language indicating that when in private use by a non-Library organization, the meeting rooms are off-limits for filming or taking photos. The Committee also discussed removing the descriptor “professional” in reference to requiring prior knowledge if a performer or programmer decides to record their own performance. Most recordings these days could be done without professional equipment.

2. The Committee decided to forward this policy to the full Board for discussion.

B. Reference & Readers’ Advisory Policy

1. The Committee discussed a new draft of the Reference & Readers’ Advisory Policy, which has more prominent language regarding the confidential nature of reference and readers’ advisory transactions.

2. The Committee decided to forward the policy to the full Board for discussion.

VI. New Business

A. Whistleblower & Anti-Retaliation Policy

1. The Committee discussed the Whistleblower & Anti-Retaliation Policy. There is currently no definition of retaliation in the policy. Director Kowalcze will research a legal definition of retaliation to include in the policy. The Committee also wanted to include a step in the policy to cover a situation in which the Library Director has closed a complaint, but the complainant does not believe it was thoroughly investigated. A line will be added to the policy to refer the complainant to the Library Board President in such a situation.
2. The Committee decided to revisit this policy at the next meeting.

B. Telecommuting Policy

1. The Committee reviewed the Telecommuting Policy. The Committee did not have any suggested edits to this policy, but decided to revisit it at the next meeting.

C. Volunteer Policy

1. The Committee reviewed the Volunteer Policy. The current policy limits teen volunteers by ages 12-17. Director Kowalcze suggested including the grade levels 6th-12th grade as alternative parameters, as this more closely aligns with how service hours opportunities are currently marketed. The Committee also discussed including a statement that volunteers may be required to complete an orientation, as is the Library's current practice for Teen volunteers.
2. The Committee decided to revisit this policy at the next meeting.

D. Next Meeting

1. The Committee tentatively plans to meet next at 9:15am on either January 8th or 15th, depending on Committee member availability. The Committee will be reviewing the following policies: Whistleblower & Anti-Retaliation Policy, Telecommuting Policy, Volunteer Policy, Finance & Purchasing Policy, Fund Balance Policy, and Credit Card Use Policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 10:18am.

Recorded By:
Amanda Kowalcze
Library Director