FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
February 8, 2022
10AM

I.   Call to Order
     The meeting was called to order at 10:04AM.

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 January 6, 2022 were
     reviewed and approved the Committee members.

V.   Old Business
     A. Policy Review
         1.   Internet Access & Digital Device Policy- Reviewed a draft of the policy.
         Changes increasing guest pass length from 30 to 60 minutes, correcting the fine
         threshold which prevents computer use from $5.00 to $10.00, and making
         changes that will bring the policy in line with the Children's Internet Protection
         Act.
         2.   Gifts to the Library Policy- Reviewed a draft which changes the title of this
         policy to Donation Policy. Other changes include discontinuing acceptance of
         book donations to the Library, due to no defined workflow for donations and a
         lack of staff time. Instead, book donations will be routed directly to the Friends of
         the Frankfort Library. Additional changes include clarifying the process for
         donations of money, art, archives, or other gifts.
     B. Employee Handbook- Background Check
         1.   Reviewed a draft of an addition to the Employee Handbook, which will
         require background checks for all potential new employees at the offer stage of
         the hiring process.

VI.   New Business

    A.   Policy Review

        1.   Materials Selection Policy- Suggested amending sections concerning donations to reflect the suggested amendments to the updated Gifts to the Library Policy.

        2.   Library Social Media & Comment Policy- Reviewed examples from other area libraries. A decision was made to update this policy and also add language concerning employee use of social media into the Employee Handbook. Suggested additions to this policy include more information and guidelines about the Library's use of social media, records retention requirement information, and a statement noting that the Library does not approve comments from the public before they are posted. A full draft will be reviewed at the next meeting.

        3.   Meeting Room Policy- Minor changes to this policy were discussed, including combining the lists of "Meeting Room Use Exclusions" and "Prohibited Use and Activities" for clarity, changing room capacity limits to more accurately reflect reasonable occupancy, adding a cut-off time of 72 hours before the event for scheduling meeting rooms, and adding reference to the Business Manager as the coordinator for Meeting Rooms. A draft reflecting these revisions will be reviewed at the next meeting.

        4.   Programming Policy- The Committee reviewed a draft of this new proposed policy, which is based on policies from other area libraries. Similar to the Materials Selection Policy, this policy explains the purpose of library programs and outlines the process by which they are chosen, designed, and presented.

    B.   Board Bylaws: Electronic Meeting Attendance

        1.   The Committee reviewed this draft of a proposed Board bylaws amendment which would serve as the rules required by the Open Meetings Act to allow electronic meeting attendance for a trustee who is unable to attend a meeting physically, under the limitations specified in the Open Meetings Act.

VII.   Public Comment
None.

VIII.   Adjournment
Meeting adjourned at 11:14AM.

Recorded By:
Amanda Kowalcze
Library Director