

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
February 12, 2026
9:15AM

I. Call to Order

The meeting was called to order at 9:17AM.

II. Roll Call

Present: Trustee Evenhouse, Trustee Meszaros, and Trustee Otway

Absent: None

Also Present: Director Kowalcze

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Otway motioned and Trustee Meszaros seconded to approve the Minutes from the meeting on January 8, 2026. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Finance & Purchasing Policy

The Committee reviewed the Finance & Purchasing Policy. This policy had been forwarded to the Finance Committee for any comment, but the Finance Committee had not had any suggested edits. The Committee decided to forward this policy to the full Board for review of the suggested minor edits.

B. Fund Balance Policy

The Committee took a second look at the Fund Balance Policy. This Policy has not had any suggested edits by either the Policy and Personnel Committee or the Finance Committee. The Committee decided to send the policy on to the full Board as a review with no edits.

C. Credit Card Use Policy

The Committee reviewed a new draft of the Credit Card Use Policy. This policy did not have any suggested edits from the Finance Committee. The new draft includes language on credit card points and rewards, as well as any credit accounts the Library might establish with vendors. The Committee made a few additional clarification edits, to standardize language throughout the Policy. The Committee decided to forward the policy to the full Board for approval as revised.

D. Unattended Children Policy

The Committee reviewed a new draft of the Unattended Children Policy, with the use of term guardian updated throughout. The Committee made an additional edit to standardize the way that ages are referred to throughout the Policy. The substantial change in this policy is treating all minors left at the building at closing the same. The Committee discussed some potential ways this policy change might be received by the community, but agreed it was intended to focus on the safety of library visitors. The Committee decided to forward the policy to the full Board for approval as revised.

VI. New Business

A. Borrowing Privileges Policy

The Committee reviewed the Borrowing Privileges Policy. Suggested edits included changing the policy's stated purpose, which seems to be in misalignment, adding a section on the Library's Educator Cards, which did not exist the last time this policy was reviewed, and adding language about the Library of Things items. The Committee also discussed adding more language about limitations that Reciprocal Borrowers might face. The Committee will review another draft of this policy at the next meeting.

B. Homebound Delivery Policy

The Committee reviewed the Homebound Delivery Policy. The Committee discussed the various ways the Library provides outreach to homebound patrons, including directly to the individual and in partnership with local senior assisted living facilities, and that with the new Outreach Vehicle more visible, there might be more demand for Homebound services. The Committee had several questions about procedures, such as leaving items outside during inclement weather. Director Kowalcze will speak with the Outreach Librarian for her insights on these situations. The Committee also discussed adding more language about protecting staff time and reporting any concerns observed during deliveries. The Committee will review another draft of this policy at the next meeting.

C. Next Meeting

The Committee will meet next on March 11th at 9:30am. On the agenda will be a second look at the Borrowing Privileges Policy and Homebound Delivery Policy, as well as a review of the Parking Policy, Alcohol in the Library Policy, and Meeting Room Policy. The Committee will also look at a new policy regarding the Library's Outreach Vehicle.

VII. Public Comment

None

- VIII. Adjournment
Meeting adjourned at 10:31am.

Recorded By:
Amanda Kowalcze
Library Director