

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 6, 2022
10AM

I. Call to Order

The meeting was called to order at 10:06AM.

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 November 29, 2021 were reviewed and approved the Committee members.

V. Old Business

A. Policy Review

1. Security Camera Policy- Reviewed similar policies from other libraries, which were identical to the current Frankfort policy. Upon review no changes recommended.
2. Artwork Display Policy- Reviewed a draft which eliminates references to an Art Review Committee and removes redundant information.
3. Borrowing Privileges Policy- Reviewed a draft which greatly expands on the existing policy to include information regarding the rights and responsibilities of library card holders. The proposed revised policy also removes a fee for replacing a lost card and removes card expiration dates.

VI. New Business

A. Policy Review

1. Facilities & Maintenance Policy- After search, no area libraries have similar policies to compare this policy to. It was decided to table this policy until the development of a financial or purchasing policy, which might incorporate some of this Policy's language regarding bidding best practices.

2. Internet Access & Digital Device Policy- After reviewing other examples of similar policies from area libraries, the decision was made to add references to a light filter on our internet access, as well as restate some language regarding computer use limitations. Changing the length of guest passes was also discussed. A full draft will be reviewed at the next meeting.

3. Gifts To The Library Policy- The Committee discussed renaming this policy the Donation Policy to avoid confusion with the Gift Ban Policy. The Committee also discussed changing the name of the Gift Book Program to the Commemorative Book Program. Additional proposed policy changes include reorganizing some information regarding restricted and unrestricted donations, and including information regarding altering donors before removing donated items other than circulating materials.

B. Employee Handbook: Background Checks

1. The Library does not currently conduct background checks, but would like to do so moving forward. HR Source advises developing an addition to the Employee Handbook regarding background checks. A draft of this language will be available at the next Committee meeting.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 11:14AM.

Recorded By:

Amanda Kowalcze
Library Director