

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
January 8, 2026  
9:15AM

I. Call to Order

The meeting was called to order at 9:21AM.

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 Otway motioned and Trustee Evenhouse seconded to approve the Minutes from the meeting on December 8, 2025. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Whistleblower & Anti-Retaliation Policy

1. The Committee reviewed the revised Whistleblower & Anti-Retaliation Policy. Following the previous Committee Meeting, a definition of "Retaliatory Action" has been added to the policy. The Committee refined this definition to remove reference to state employees, which could be confusing to Library employees. New language has been added to provide a path for if a complainant felt the Library Director dismissed a complaint prematurely.

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

B. Telecommuting Policy

1. The Committee reviewed the Telecommuting Policy. The Committee did not have any suggested edits to this policy, which seems to be working well.

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

**VI. New Business****A. Finance & Purchasing Policy**

1. The Committee reviewed the Finance & Purchasing Policy, comparing it to example policies from other libraries. The Committee discussed current procedures for spending, petty cash, and banking, with no suggested policy changes. A section currently labeled “Expenses” will be renamed “Expense Reimbursement,” for clarity.

2. The Committee decided to revisit this policy at the next meeting, and to forward this policy to the Finance Committee for their review.

**B. Fund Balance Policy**

1. The Committee reviewed the Fund Balance Policy, and did not have any suggested edits. The Committee decided to revisit this policy at the next meeting, and to forward this policy to the Finance Committee for their review.

**C. Credit Card Use Policy**

1. The Committee reviewed the Credit Card Use Policy. They discussed adding a section on credit card points and their use and tracking. There were no other significant edits suggested. The Committee decided to revisit this policy at the next meeting, and to forward this policy to the Finance Committee for their review.

**D. Unattended Children Policy**

1. The Committee discussed a suggested change to the Unattended Children Policy. Under the current policy, children 14 or younger left unattended at closing are kept inside the building with two staff members for a short time until the police are contacted to take custody. The revision would make this apply to all minors under 18. This change is based on the Library’s location, which has limited walkable locations that are likely to be open after Library closing, and the Library’s entrance being far from public sight being another safety concern for unattended minors. The Committee suggest going through the policy to check for consistent language regarding parents vs caregivers.

2. The Committee will revisit this policy at the next meeting.

**E. Board Bylaws: Open Meetings Act Update**

1. The Committee reviewed a minor update to the Board Bylaws, which integrates the newly added OMA-acceptable reason for remote meeting attendance, active military duty. The Committee decided to forward this suggested revision to the full Board for discussion.

**F. Next Meeting**

1. The Committee tentatively plans to meet next at 9:15am on February 5<sup>th</sup> at 9:15am. The Committee will be reviewing the following policies: Finance & Purchasing Policy, Fund Balance Policy, Credit Card Use Policy, Unattended Children Policy, Borrowing Privileges Policy, and Homebound Delivery Policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 10:24am.

Recorded By:  
Amanda Kowalcze  
*Library Director*