

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
March 14, 2022  
10AM

I. Call to Order

The meeting was called to order at 10:03AM.

II. Roll Call

Present: Trustee Wagner, Trustee Knutson, and Director Kowalcze

Absent: None

Also Present: Business Manager Wargowsky

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Minutes from the Policy & Personnel Committee Meeting on February 8, 2022 were reviewed and approved the Committee members.

V. Old Business

A. Policy Review

1. Meeting Room Policy- Reviewed a draft of the policy. Changes included adjusting the maximum number of persons allowed in each room, setting a deadline of 72 hours before the event for Meeting Room reservations, and changing procedures to reflect the role of the Business Manager. Meeting Room Reservation Fees shall be discussed when the draft is reviewed with the full Board.

2. Library Social Media & Comment Policy- Reviewed a draft of the policy. Changes include making clear the process by which deleted comments will be retained for Records Retention, stating that employees working on behalf of the Library must follow certain standards while posting on Library social media, and indicating what comments are impermissible on Library accounts.

B. Employee Handbook- Social Media

1. Upon review of the existing language in the Employee Handbook on social media, it was decided that nothing needed to be changed at this time, and any dated language could be updated when a full Employee Handbook review is done.

VI. New Business

A. Policy Review

1. Fixed Asset Capitalization Policy- No changes were suggested for this policy.
2. Outstanding Check Policy- Only very small grammatical changes were suggested for this policy. No changes were suggested that in any way change the content of the policy.
3. Fund Balance Policy- The Auditors have suggested that the Library add fund limits to this policy, to indicate the percentage of unassigned funds the Library would like to maintain at the end of a Fiscal Year. The Committee reviewed other Libraries' Fund Balance Policies, and would like to add some items to ours, including more accessible layperson language when defining the funds, a statement explaining the purpose of the policy, and a statement explaining under what circumstances fund balances may fall outside the fund limits. A draft will be reviewed at the next meeting.
4. Credit Card Use Policy- Changes suggested for this policy include lowering the purchasing threshold without Director approval for staff and updating language regarding procedures to more accurately reflect current procedures. The policy also refers to a Financial Policy, which does not yet exist.
5. Financial Policy- The Committee reviewed examples of Financial and Purchasing Policies from other libraries and highlighted elements that they felt were important to be included in a new Financial Policy for FPLD. Some elements from the Facilities and Maintenance Policy will be integrated, and then that policy will be sunset. Director Kowalcze will prepare a first draft for the next Committee meeting, and multiple drafts may be needed before this policy goes before the full Board.

B. Employee Handbook: Victims' Economic Security and Safety Act

1. Due to a legal update to the Victims' Economic Security and Safety Act, the Library must revise this section of our Employee Handbook. Director Kowalcze expanded on the information available in the Handbook, to make information more accessible and potentially less intimidating for any employees who have been the victim of a crime of violence.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 11:08AM.

Recorded By:  
Amanda Kowalcze  
*Library Director*