

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
March 11, 2026
9:30AM

I. Call to Order

The meeting was called to order at 9:33AM.

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 February 12, 2026. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Borrowing Privileges Policy

The Committee reviewed the Borrowing Privileges Policy. The Committee had no further edits on this second draft. Edits on the previous draft had included language about Educator Cards and the Library of Things. The Committee decided to send the policy on to the full Board to review at the April Board Meeting.

B. Homebound Delivery Policy

The Committee took a second look at the Homebound Delivery Policy. Additional language has been added to reflect current procedures for if the recipient isn't present for delivery and for arranging return of material. Language regarding use of staff time has been added reflecting similar language in the Reference and Readers Advisory Policy. Language has also been added that states that concerns about safety may result in Library Staff contacting the police for a wellness check. The Committee decided to send the policy on to the full Board to review at the April Board Meeting.

VI. New Business

A. Parking Policy

The Committee took a first look at the Parking Policy. The Committee did not have any recommended changes for this policy at this time. The Committee agreed to take a second look at this policy at their next meeting.

B. Alcohol in the Library Policy

The Committee reviewed the Alcohol in the Library Policy, and discussed the legal requirements for alcohol in the Library. The Committee had minimal suggested changes concerning standardizing language throughout the policy. The Committee agreed to take a second look at this policy at their next meeting.

C. Meeting Room Policy

The Committee discussed that the Meeting Room Policy has been recently reviewed by both the Committee and the full Board, so it did not need to be reviewed again at this time.

D. Library Vehicle Policy

The Committee took a first look at a new draft Library Vehicle Policy. This policy is intended to govern the use of the Library's new Outreach Vehicle. The Committee discussed the authorized use of a Library-owned vehicle, who could operate the vehicle, and the regulations and maintenance of the vehicle. The Committee discussed if Motor Vehicle Reports should be run proactively on all potential vehicle drivers, or only in the event of reasonable suspicion of reckless driving. The Committee directed the Director to have the new policy reviewed by the lawyer and the insurance agent. The Committee agreed to take a second look at this policy at their next meeting.

E. Next Meeting

The Committee will meet again in April on a date to be determined. On the agenda will be a second look at the Parking Policy, Alcohol in the Library Policy, and Library Vehicle Policy, as well as a review of the Non-Discrimination and Anti-Harassment Policy, FOIA Policy, and Community Information and Solicitation Policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 10:29am.

Recorded By:
Amanda Kowalcze
Library Director