

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
May 16, 2022
10AM

- I. Call to Order
The meeting was called to order at 10:04AM.

- 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 April 11, 2022 were reviewed and approved the Committee members.

- V. Old Business
 - A. Policy Review
 1. Alcohol in the Library Policy- The Committee reviewed this policy and recommended giving it to the Board to review with only minor grammatical changes.
 2. Unattended Children Policy- Reviewed a draft of the policy. The only major change is allowing children under the age of 10 to be supervised by someone “high school aged or older.” Previously the Policy specified that children must be supervised by someone 18 or older. Other minor changes included removing some internal procedures from the policy to make it more streamlined.

VI. New Business

A. Policy Review

1. Borrowing Privileges Policy- The Head of Circulation is recommending removing our processing fee, as we are one of the few libraries to still have one. The processing fee is a fee added to lost or damaged material fees, to cover the staff cost of processing a replacement item. The Committee agreed to bring this to the next Board Meeting for a vote.
2. Sexual Harassment Policy- The Committee looked at other libraries' policies, which combine the Sexual Harassment Policy with a non-discrimination policy. It was decided to create a draft of our policy that does the same. The draft will be reviewed at the next Committee Meeting.
3. Reference Service Policy- The Committee recommends no changes to this policy at this time.
4. Race and Equality Policy- The Committee recommends no changes to this policy at this time.
5. Investment Policy- There is a discrepancy with this policy, which appears to have been inadvertently combined with another policy during its last review in 2020. Director Kowalczke will investigate this further and it will be further discussed at the next Committee Meeting.

B. Potential New Policies Discussion

1. The Committee reviewed example policies from other libraries for consideration of developing similar policies for Frankfort PLD. The Committee decided to move forward with the development of a Volunteer Policy, a Homebound Delivery Policy, and a Photography & Filming Policy. Drafts off these policies will be developed and reviewed at either the June or July Committee Meeting.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 10:53AM.

Recorded By:
Amanda Kowalczke
Library Director