

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
May 7, 2026  
9:30AM

I. Call to Order

The meeting was called to order at 9:36AM.

II. Roll Call

Present: Trustee Evenhouse, Trustee Meszaros, and Trustee Otway

Absent: None

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 April 6, 2026. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Non-Discrimination & Anti-Harassment Policy

The Committee took a second look at the Non-Discrimination & Anti-Harassment Policy. Following the conversation at the previous meeting, clarifying language about volunteers and the reporting complaints has been added. The Committee had no further edits for this policy, and decided to forward the policy on to the full Board to review.

B. Freedom of Information Act (FOIA) Policy

The Committee took a second look at the FOIA Policy. The Committee had no further edits to suggest to this policy. The Committee decided to send the policy on to the full Board to review.

C. Community Information & Solicitation Policy

The Committee took a second look at the Community Information & Solicitation Policy. Following the discussion at the previous meeting, information about display being limited to only as space allows and prioritizing civic entities has been added. The Committee decided to make a few additional edits to remove some extraneous language, and to add a clarifying statement that the Library will not display flyers for

direct sales. The Committee decided to send the policy on to the full Board to review.

VI. New Business

A. Conceal Carry Policy

The Committee reviewed the Conceal Carry Policy. This policy is almost entirely transcribed from State law. The Committee did not have any suggested edits to this policy, and decided to send it on to the full Board for review.

B. Gift Ban Policy

The Committee took a first look at the Gift Ban Policy. The language in the current version of this policy is a transcription of the State Officials and Employee Ethics Act. A proposed revision of this policy keeps the substantive content of the policy the same, while revising the language to make the policy more accessible and readable to the average Library employee. The Committee agreed that a definition of “Employee” should be added to the policy. The Committee agreed to take a second look at this policy at their next meeting.

C. Artificial Intelligence (AI) Policy

The Committee reviewed a policy of a newly proposed Artificial Intelligence (AI) Policy. Director Kowalcze solicited questions from staff regarding what they would like to see the policy cover. The draft policy was put together based on these questions and example AI policies and reports compiled from other libraries, library systems, schools, the ALA, and an article from the *Library Journal*. The policy is designed to provide guidance on how AI tools can be utilized in the Library, with appropriate caution for a new and evolving technology. The policy will likely need to be revised and reviewed more frequently than most policies, as this is a rapidly changing area.

The Committee agreed that a definition or definition of AI needed to be added to the policy, and that a statement about considering inputs and biases for Generative AI was needed. The Committee discussed that over the next 6-12 months, the Library could put together a list of approved or unapproved AI tools and/or a decision-making matrix for determining if a new AI tool was a good fit for the Library.

The Committee discussed that as soon as the Policy is shared with the full staff, there will likely be a number of questions that the Committee hadn’t anticipated. The Committee decided to have Director Kowalcze share a draft of the policy with the full staff, and collect questions and comments prior to the next Committee Meeting, so that the policy can be refined before it goes to the Board for discussion and potential approval.

The Committee will review this policy again at their next meeting.

D. Next Meeting

The Committee will meet again in June, tentative scheduled for June 12<sup>th</sup> at 9am. On the agenda will be a second look at the Gift Ban Policy and Artificial Intelligence (AI) Policy, as well as a review of the Public Comment in Meetings Policy, Artwork Display Policy, and Patron Behavior Policy.

VII. Public Comment  
None

VIII. Adjournment  
Meeting adjourned at 11:08am.

Recorded By:  
Amanda Kowalcze  
*Library Director*