

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
November 29, 2021
10AM

I. Call to Order

The meeting was called to order at 10:02AM.

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 October 12, 2021 were reviewed and approved the Committee members.

V. Old Business

A. Policy Review

1. Material Selection Policy- The Committee reviewed the draft of the Material Selection Policy. This will go before the Board for approval at the December Board Meeting
2. Reconsideration of Library Materials Procedures- The new form for patrons was reviewed. It was decided that the form should be available at all service desks.
3. Gift Ban Policy- No changes from previous draft. This will go before the Board for approval at the December Board Meeting.
4. Community Information & Solicitation Policy- No changes from previous draft. This will go before the Board for approval at the December Board Meeting.
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VI. New Business

A. Policy Review

1. Security Camera Policy- Reviewed similar policies from other libraries, which were identical to the current Frankfort policy. Upon review no changes recommended.
2. Artwork Display Policy- Some of the procedure presented in this policy does not reflect our current procedures, such as the creation of an Art Review Committee. Planned to make changes to more accurately reflect current procedures and eliminate some repetition in the policy. Suggested change of giving 14 days to pick up art following a display, instead of the current 30 days.
3. Borrowing Privileges Policy- Our current policy does not include anything beyond who and how a person can get a library card. After reviewing policies from area libraries, the decision was made to add additional information about reciprocal borrowing, lost and damaged material, overdue fines, among other important circulation rules. Other suggested revisions include removing the replacement cost of a lost or damaged library card and removing a reference to card expiration, since we no longer expire cards. A full draft will be made for the next Policy & Personnel Committee Meeting.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 10:53AM.

Recorded By:

Amanda Kowalcze
Library Director