

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
November 6, 2025
9:15AM

I. Call to Order

The meeting was called to order at 9:17AM.

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 Meszaros motioned and Trustee Evenhouse seconded to approve the Minutes from the meeting on October 9, 2025. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Credit Card Security Policy

1. Following the last meeting, Director Kowalcze reached out to other area libraries to find similar policies for comparison. Rather than needing to continually update this policy to reflect current Payment Card Industry Data Security Standards (PCI), the Committee agreed it would be better to model libraries who include a PCI compliance statement in another policy.

2. The Committee decided to table this policy until they review the Confidentiality of Library Records and Patron Data Privacy Policy. At that time, a section on PCI Compliance could be added to that policy, and the Credit Card Security Policy could be brought to the Board for retirement.

B. Donation Policy

1. The Committee discussed a new draft of the Donation Policy, which integrates language proposed at the last meeting, regarding acknowledgement of donations solicited during fundraising.

2. The Committee decided to forward the policy to the full Board for discussion.

VI. New Business

A. Photography & Recording Policy

1. The Committee discussed the Photography & Recording Policy. The Committee suggested a change to add language clarifying that the meeting rooms are treated as private space when being reserved for use by non-Library organizations.
2. The Committee decided to revisit this policy at the next meeting.

B. Race and Equality Policy

1. The Committee reviewed the Race and Equality Policy. The Committee discussed the Race and Equality Policy in consideration of the federal Executive Order 14151. This Policy appears to be in conflict with that Executive Order.
2. The Committee decided to bring this policy to the full Board for discussion, and for potential removal as a policy. The Committee suggested that any proposed Board action item indicate that it is in relation to compliance with the Executive Order.

C. Reference Services Policy

1. The Committee reviewed a considerably edited draft of this policy, now styled as a "Reference and Reader's Advisory Policy," to reflect a change in the State Standards. The proposed new version of the policy includes many items listed as suggested content in the State Standard, including definitions of the services, clarity as to the limits of staff assistance both in terms of time, work, and resources, and what fees may be associated with the services. The Committee suggested that language about the confidentiality of reference and readers advisory could be made stronger or be better highlighted. There was also a discussion about keeping patron data secure, and whether there is an existing procedure restricting staff from entering patron data such as passwords or credit card numbers. Director Kowalcze will confirm.
2. The Committee decided to revisit this policy at the next meeting.

D. Next Meeting

1. The Committee plans to meet next at 9:15am on Thursday, December 4th. The Committee will be reviewing the following policies: Photography and Recording Policy, Reference Services Policy, Whistleblower & Anti-Retaliation Policy, Telecommuting Policy, and Volunteer Policy.

VII. Public Comment
None

VIII. Adjournment

Meeting adjourned at 10:11am.

Recorded By:
Amanda Kowalcze
Library Director