

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
September 28, 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:

III. Introduction of Visitors

None

IV. Old Business

None

V. New Business

A. Develop Policy Review Calendar- There are approximately 25 policies to be reviewed, and the Board Bylaws state policies should be reviewed on a biennial basis. It was decided to review the policies in chronological order from the time they were last reviewed, bringing 3-4 policies to each Board Meeting. Monthly meetings of the Policy & Personnel Committee will occur where the policies will be edited and reviewed before going before the full Board of Trustees. Director Kowalcze will gather examples of similar policies before each meeting. The Library's Lawyer will also be asked to review policies to ensure we are staying compliant with the law.

B. Policy Review- The following policies were reviewed and discussed: Identity Protection Policy, Public Comment in Meetings Policy, Patron Behavior Policy. A proposed policy from 2019 was also reviewed and discussed: Confidentiality of Library Records & Patron Data Privacy Policy. Director Kowalcze will review these policies with the lawyer and Department Heads before the next Committee Meeting.

C. Job Description Review- Director Kowalcze presented the suggested reformatting for employee job descriptions to standardize them across Departments and Positions. It was decided that the Library Director job description should be reviewed by the Board of Trustees around the time of the Library Director's Annual Review.

VI. Public Comment

None.

VII. Adjournment

Meeting adjourned at 11:09AM.

Recorded By:

Amanda Kowalcze
Library Director