

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
September 12, 2022
10AM

I. Call to Order

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

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 August 15, 2022 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Policy Review

1. Telecommuting Policy- This new policy outlines the eligibility, responsibilities, and requirements for staff telecommuting on a short-term or long-term basis. The Committee decided to send this draft to the next Board Meeting.
2. FOIA Policy- This new policy summarizes the Library's requirements under the Freedom of Information Act in an accessible format for community members to read. This Policy was vetted by our lawyer who suggested edits to properly cite all parts of the Act. In addition to the Policy, Director Kowalcze has created three FOIA forms: one submission form which is available for requestors to use and two response forms which the FOIA officer shall use to ensure that all legal requirements for responses are being met. The Committee decided to send this draft and the forms to the next Board Meeting.

3. Volunteer Policy- This new policy outlines the eligibility and expectations for community members who wish to volunteer at the Library. The Committee decided to send this draft to the next Board Meeting.

B. Benefits Review Committee

1. The Policy & Personnel Committee discussed the possibility of doing a full review of all staff benefits, including but not limited to health insurance, paid time off, and tuition reimbursement. The purpose of this review would be to evaluate the Library's offerings in comparison to the job market to make sure that we are staying competitive as a potential employer. It was decided that this project would best be completed in the form of a committee with Trustees, Administration, and Staff all represented. This will allow for better insights and safeguard transparency with other staff members. The Policy and Personnel Committee discussed the shape of the potential Committee, and felt that three staff members, in addition to Director Kowalcze and Business Manager Wargowsky, should be the limit to maintain efficient meetings. Director Kowalcze will work with Department Heads to recruit staff members for the committee, which should meet by the end of October. Ideally, the new committee will put together any findings and recommendations for the full Board of Trustees by the February Board Meeting, due to the budget cycle.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 11:01AM.

Recorded By:
Amanda Kowalcze
Library Director