

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
September 4, 2024
1PM

I. Call to Order

The meeting was called to order at 1:00PM.

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 8, 2024 were reviewed and approved the Committee members. An old header was removed from Old Business.

V. Old Business

A. Trustee Binder Review

1. The Committee reviewed the new Table of Contents for the Trustee Binder. Director Kowalcze shared that at this time she did not find more updated versions of the presentations included in the Binder that were as comprehensive. She will continue to be on the look out and if she sees any, she will bring them as suggestions.
2. In lieu of printing out the 102-page Trustee Facts File, the new binder will have a page with the links to the ebook. The Committee reviewed this new page, and agreed it was a better use of paper and space in the binder.
3. The Committee reviewed the draft of the new Welcome Letter that will be at the front of the binders. This welcome letter will set a positive tone, and includes important first steps, as well as information about what is contained in the binder and how Trustees get their Board Packets monthly.
4. The Committee looked at an updated draft of the Board Glossary that will be in the Binder. No suggested changes.
5. The Committee discussed that the Binder will be maintained digitally, and ready to go for new Trustees. Whenever changes are made, the previous versions will be maintained for records retention.

VI. New Business

A. Conceal Carry Weapons Policy

1. The Committee reviewed the Conceal Carry Weapons Policy. This was the first Policy that they had reviewed as a Committee three years ago, and format changes are necessary to standardize the Policy. The Committee agreed to remove the sections on Scope and Procedure, and focus only on the Policy. The Committee also decided to remove the picture of posted signage, so that the policy does not need to be updated if the legal signage is changed. Instead, the policy simply refers to “prescribed signage.” The Committee recommended bringing the policy to the Board for approval.

B. Confidentiality of Library Records and Patron Data Privacy

1. The Committee reviewed a revised draft of the Confidentiality of Library Records and Patron Data Privacy. Suggested changes include adding that data is typically not retained, unless required by records retention laws.

2. The Committee agreed that the Policy should be revised to include that the Library’s IT Consultant also has access to computer data and servers, not just Library staff.

3. The Committee agreed that the section on Patron Circulation Records should be revised to include that SWAN oversees the Library’s integrated library system, and has access to circulation data. Director Kowalcze will draft these changes for the next Committee Meeting.

C. Identity Protection Policy

1. The Committee reviewed the Identity Protection Policy and did not find any changes to recommend. The Committee agreed to forward the Policy, as-is, to the full Board for review.

D. Public Comment in Meetings Policy

1. The Committee reviewed the Public Comment in Meetings Policy and did not find any changes to recommend. The Committee agreed to forward the Policy, as-is, to the full Board for review.

E. Community Information and Solicitation Policy

1. Director Kowalcze shared about some of recent flyers that have been submitted to be put on the Library’s display board in the vestibule. Although the Library limits to non-profit or service organizations, Director Kowalcze would like to limit flyers to advertisement of free services. The Committee did not have any other recommended changes. The Committee agreed to bring the policy to the Board for approval.

F. Gift Ban Policy

1. The Committee reviewed the Gift Ban Policy and did not find any changes to

recommend. The Committee agreed to forward the Policy, as-is, to the full Board for review.

G. Reconsideration of Library Material Form

1. The Committee reviewed the Reconsideration of Library Material Form and did not find any changes to recommend. The Committee agreed to forward the Form, as-is, to the full Board for review.

H. Patron Behavior Policy

1. Director Kowalcze explained that Staff requested a review of the Patron Behavior Policy after noting children in the Library with no shoes, and staff noting that the current Policy does not have a statement on shoes, clothing, or hygiene. The revised Policy now states that shoes and attire on both upper and lower torso is required, along with a generally acceptable standard of personal hygiene. Other suggested additions include a limit on personal property, and a note that personal property may not be stored at the Library. One addition is suggested to clarify that service animals must be under control of the handler, as required in the ADA. Finally, there is a suggested addition regarding inappropriate use of Library restrooms. Trustee Wagner asked if these additions are in reaction to any current patron behavior. Director Kowalcze stated that most of these behaviors have not occurred, but they are common occurrences at other area libraries, and that Staff would be more confident with the behaviors more explicitly being outlined in the Patron Behavior Policy. The Committee agreed to bring the Policy with amendments to the Board for approval.

I. Next Steps

1. The Committee discussed which policies they would like to review next. The Committee decided to review the next six chronological policies, which are the Artwork Display Policy, Security Camera Policy, Internet Access and Digital Device Policy, Materials Selection Policy, Programming Policy, and Library Social Media & Comment Policy. A second draft of the Confidentiality of Library Records and Patron Data Privacy Policy would also be reviewed.

2. Director Kowalcze mentioned that in January 2025, the Board should do its triennial review of the Administrative Succession Plan. The Committee agreed this should be reviewed by the Committee first, near the end of 2024.

3. The Committee Agreed to meet next on October 9th at 1pm.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 1:42pm.

Recorded By:
Amanda Kowalcze
Library Director