

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
August 8, 2024  
10AM

I. Call to Order

The meeting was called to order at 10:07AM.

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 May 30, 2024 were reviewed and approved the Committee members. The date on the title of the Minutes was incorrect and updated before approval.

V. Old Business

None

VI. New Business

A. Board Bylaws

1. The Committee reviewed a draft of the Bylaws which reflected the changes discussed at the previous Committee Meeting. Most of the proposed changes are grammar or language updates.
2. The Committee discussed updating the list of items new trustees are given to reflect the contents of the Trustee Handbook.
3. Director Kowalcze shared that under State Law the Board Treasurer can either be bonded or the Library could carry appropriate insurance coverage, which is more comprehensive. The Committee discussed that the Bylaws should be updated to reflect this, to allow for more flexibility in coverage in the future. Director Kowalcze will look up the exact language as written in the statute.
4. The Committee discussed the section on disbursement of funds. The details regarding disbursement of funds are already covered in the Finance and Purchasing Policy. This section should refer back to that policy, but outline the importance of two Trustees authorizing disbursements. Director Kowalcze will

copy the language regarding how checks are signed.

5. The current Bylaws include a copy of the ALA Ethics Statement, which has been superseded by a statement from United for Libraries. The statement will be updated in the Bylaws, with an introductory sentence explaining where the Statement is from.
6. The Committee agreed that the official spelling of the word should be “Bylaws,” with no hyphen.
7. Director Kowalcze will type up the suggested changes from this meeting, with the intention of bringing the suggestions to the September Board Meeting.

B. Trustee Binder Review

1. The Committee reviewed the current Trustee Handbook to see what items might be due for updating.
2. The Committee decided to add a welcome letter to the handbook, outlining some required first steps, such as the OMA Training, creating an L2 Account, and the State-required Sexual Harassment Prevention Training.
3. In lieu of printing out the entire Trustee Fast Facts File, which is quite lengthy, Director Kowalcze will develop a handout with a link to the digital version.
4. The Committee elected to make the Board Contacts and Calendars the first item in the Handbook, as it is the information a new trustee may be most eager to find.
5. Most of the items in the Handbook were determined to still be useful. Director Kowalcze should review documents such as certain presentations and handouts older than 5 years, to see if they have been superseded by more recent versions.
6. The Committee decided to include a few new handouts in the Trustee Handbook, including a handout on OMA and Public Comment, and a Glossary of commonly used Library terms.
7. The Committee discussed how the Trustee Handbooks are updated, and if there could be a way to have a digital version of the binder, as well. Some ideas discussed included a flash drive version to accompany the Trustee Handbook, a Google Drive that could be kept up to date, or an intranet or similar where the items could be available digitally. Director Kowalcze will look into what other libraries have done.
8. The Committee discussed how often the Trustee Handbook should be reviewed. They decided it should be reviewed every other year, in the 4<sup>th</sup> quarter proceeding a consolidated election. In that way, the Handbook should always be up-to-date for any newly elected trustees.
9. Director Kowalcze will work on the proposed updates and present them at a future Committee Meeting.

C. Policy Review Calendar

1. The Committee reviewed a list of all 36 current policies and their most recent review date. The Committee determined to review them consecutively by last review date. The Committee will review the 7 oldest policies for the next meeting.

D. Committee Meeting Scheduling

1. After discussing potentially setting a recurring meeting date, the Committee decided to continue to take scheduling meeting by meeting. The next Committee meeting will be Wednesday, September 4<sup>th</sup> at 1pm.

VII. Public Comment  
None

VIII. Adjournment  
Meeting adjourned at 11:14am.

Recorded By:  
Amanda Kowalcze  
*Library Director*