

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
March 15, 2024
1PM

I. Call to Order

The meeting was called to order at 1:15PM.

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 February 6, 2024 were reviewed and approved the Committee members.

V. Old Business

A. Employee Handbook Review

1. Acceptable Use of Information Systems

- a. The Committee reviewed a revised section of Use of Information Systems, which integrates selected parts of Appendix N: Security Awareness and Acceptable Use Policy. Most of Appendix N was made redundant when the Use of Information Systems section was rewritten, but under advisement from the Head of IT a section on practical steps for Security and Proprietary Information is being added. Appendix N will be eliminated from the new Employee Handbook.

2. Driving on Library Business

- a. Appendix H: Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business has been rewritten and shortened into a section called "Driving on Library Business." This section will be added to the Library Expectations and Guidelines part of the Employee Handbook. The revisions remove reference to a Library-owned vehicle, but continue to enforce common sense driving restrictions, such as needing to provide the Library with a copy of Drivers License and proof of insurance, and

informing the Library if there is a change in driver status. Appendix H will be eliminated.

3. Handbook Formatting
 - a. The Committee reviewed the formatting of the draft handbook. They agreed that the new font and layout make the handbook easier to read through. Director Kowalcze shared that staff feedback suggested some additional spacing and formatting adjustments for readability. The Committee felt that the addition of highlighting or different colors for headings might make the book easier to scan. The Committee also felt that the Handbook still needed a table of contents, which will be added once other adjustments are finalized.
4. Legal Review
 - a. The Committee discussed which, if any, proposed changes to the Employee Handbook should be sent to the lawyer for review before being finalized. Most of the proposed changes are minor or clarifying in nature and are not substantial. The Committee agreed that the section regarding how over or underpayments will be handled should be sent for review, along with the Substance Free Workplace section, which had required significant revision in regards to discussion of cannabis.
5. Next Steps
 - a. Director Kowalcze will send the two identified sections to the lawyer for review. The changes to the draft formatting will be done and a table of contents will be added. Page numbers will be added to the list of suggested substantial revisions. Then, Draft 2.0 will be brought back to the Committee for review before being sent on to the full Board.
 - b. The Committee discussed the future of the Employee Handbook. It was suggested that like the other policies, it get a full assessment triennially to make sure that it stay current.

VI. New Business

None

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 1:33pm.

Recorded By:
Amanda Kowalcze
Library Director