

FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
May 30, 2024
1PM

I. Call to Order

The meeting was called to order at 1:07PM.

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 March 15, 2024 were reviewed and approved the Committee members.

V. Old Business

A. Employee Handbook Review

1. The Committee reviewed the response from the lawyer regarding changes for the Pay Period and Substance-Free Workplace sections of the Employee Handbook. The lawyer recommended minor wording changes to both sections, in order to eliminate any unclear language.

2. The Committee discussed the new formatting of the Employee Handbook. As discussed in the previous meeting, a color background is now used to denote each change of section in the handbook, and each item heading is now in blue to make the items more distinct from each other. Trustees Wagner and Knutson discovered some inconsistent bolding and font color in various locations in the Employee Handbook, which were noted to be fixed. Director Kowalcze noted outdated language with the Acknowledgement Form, which will be changed to mirror the language in the Handbook introduction section.

3. The Committee agreed that the Handbook draft (after the above corrections) is complete and ready to go to the full Board for discussion and approval at the next regular Board Meeting. The Board will receive a copy of the current Handbook, the draft of the new Handbook, and the list of substantive changes with corresponding page numbers.

VI. New Business

A. Board Bylaws

1. Trustee Wagner shared that there are sections of the current Board Bylaws which are inaccurate to the way that the Board is currently performing their duties. The Committee began a review of the Board Bylaws to note these sections. The Committee discussed that just as the other policies are reviewed biennially or triennially to ensure that they stay current, the Board Bylaws should also be put on a regular calendar review.
2. The Committee noted some inconsistent or outdated language throughout the Bylaws, such as reference to previous versions of laws that have been replaced by the Consolidated Statutes or the title of Administrative Librarian.
3. The Committee noted that the materials the Trustees should receive in their orientation packets, according to the Bylaws, include several unnecessary items. Similarly, the goals of orientation could be rewritten to be more consistent with what a Trustee needs to know to be able to perform the job.
4. The duties of officers contained many items that are either not the responsibility of the officer, or are not directly performed by that officer. Utilizing language such as “oversees,” the Committee discussed how the officers could retain their responsibility over those items while not being held to doing the day-to-day tasks personally. One example of this is how the Secretary is responsible for making sure the Minutes are taken, but the recording secretary is actually taking the minutes during meetings.
5. The current Board Committees do not function as defined in the Board Bylaws. For example, the Policy Committee and Personnel Committee have been merged for three years. Small changes could be made to the Committees’ defined purposes to be more accurate.
6. The Committee discussed that Disbursement of Funds does not wholly align with the current check payment processes. The addition of reference to the Library’s Finance and Purchasing Policy would make this section more accurate and complete.
7. The Bylaws conclude with a section on the ALA Ethics Statement for Trustees. Director Kowalcze will see if there are any more recent versions of this statement.
8. Director Kowalcze will type up the suggested changes from this meeting, and the Committee will review them on June 17, with the intention of bringing the suggestions to the June Board Meeting.

VII. Public Comment

None

- VIII. Adjournment
Meeting adjourned at 2:33pm.

Recorded By:
Amanda Kowalcze
Library Director