

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
October 9, 2024  
1PM

I. Call to Order

The meeting was called to order at 1:14PM.

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 September 4, 2024 were reviewed and approved the Committee members.

V. Old Business

A. Trustee Binder Digital Options

1. The Committee discussed ways that the Trustee Binder and other Trustee information could be available digitally. This could be accomplished through a password protected section of the Library Website or a dedicated intranet platform, such as Sharenet. Director Kowalcze will investigate if there is a Google-based intranet product. She will also look into costs to add a password protected section to our website or purchase an intranet platform. The Committee agreed that a password protected section of the website may be easiest to maintain. Director Kowalcze will gather more data for future discussion.

2. Trustee Wagner suggested the creation of official Board email addresses as part of this project. Official email addresses are easier for the Library to maintain, but every email sent or received via the Library's domain is backed up automatically for records retention. The Committee agreed to bring this suggestion to the full Board for discussion.

B. Patron Behavior Policy

The Committee discussed the section of the Patron Behavior Policy regarding visitor hygiene standards. The Committee looked at example phrasing from several other libraries, and selected phrasing that emphasizes concern about health hazards or

damage to property. The Committee also added language specifically stating that breastfeeding does not violate the Patron Behavior Policy's rules about clothing. The Committee recommended bringing the policy to the Board for approval.

C. Confidentiality of Library Records and Patron Data Privacy Policy

1. The Committee reviewed a second revised draft of the Confidentiality of Library Records and Patron Data Privacy Policy. This revision makes it clear that the Library is part of the SWAN consortium, and that patron data is maintained by SWAN, not by the Library directly. The Committee recommended bringing the policy to the Board for approval.

VI. New Business

A. Board Bylaws

1. The Committee reviewed a new draft of the revised Board Bylaws. In this revision, there is language added regarding the structure of the Trustee Election Cycle and how to address a misaligned election cycle. The new language establishes the Board of Trustees as the authority to clarify and realign the cycle, and describes how to do so via resolution.

2. This draft also contains language that supports the recent change to more electronic or ACH payments of Library bills, instead of using all check payments.

3. The Committee recommended bringing these revised changes to the Bylaws to the full Board, for discussion.

B. Artwork Display Policy

1. The Committee reviewed a revised draft of the Artwork Display Policy. The only suggested change was to fix a section that read "display case" to "display areas." The Committee recommended bringing the policy to the Board for approval.

C. Security Camera Policy

1. The Committee reviewed the Security Camera Policy. The only recommended changes were to add reference to the cameras in the parking lot, and to remove language about the policy being available upon request (for consistency with other policies), as well as information about damages and liabilities, which should be in the Patron Behavior Policy. The Committee recommended bringing the policy to the Board for approval.

D. Internet Access and Digital Device Policy

1. The Committee reviewed the Internet Access and Digital Device Policy. The only recommended change is to update the information about guest passes to reflect current procedure. The Committee agreed to forward the Policy to the full Board for approval.

E. Material Selection Policy

1. The Committee reviewed the Material Selection Policy. Recommended

changes include using the same language regarding the ALA Bill of Rights as is currently required by the Certification for Eligibility for Grants. References to laws regarding materials selection have also been updated. The Committee agreed to bring the policy to the Board for approval.

F. Programming Policy

1. The Committee reviewed the Programming Policy and suggested only minor changes, such as adding a reference to the Library's Strategic Plan. The Committee agreed to bring the policy to the Board for approval.

G. 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 Library Social Media & Comment Policy, Credit Card Use Policy, Fixed Asset Capitalization Policy, Outstanding Check Policy, Alcohol in the Library Policy, and Unattended Children Policy. The Administrative Succession Plan will also be looked at as part of its triennial review.

2. The Committee Agreed to meet next on November 14<sup>th</sup> at 1pm.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 1:59pm.

Recorded By:  
Amanda Kowalcze  
*Library Director*