

**Forest Park Public Library  
Policy Committee Meeting Minutes  
Tuesday, July 3rd 2018 @ 3:00 PM  
Orrin Thorson Conference Room**

Committee Attendees Present: Susan Farnum, Alicia Hammond, Karen Childs (Interim Chair), Pilar Shaker, Lin Beribak (Temporary Committee Member). Absent: None

Guests: Deb Harris, Staff Member

**Opening of Meeting**

- A. Meeting was called to order at 3:02pm by Karen Childs
- B. Roll Call
- C. Agenda approved. Motion was made by Pilar Shaker, seconded by Alicia Hammond. Motion carried.
- D. Guest Comment: None
- E. Approved minutes from January 11, 2018 policy committee meeting. Motion by Pilar Shaker, seconded by Karen Childs. Lin Beribak Abstained as she was not present at the meeting. The motion carried.

**New Business**

- A. Annual review of Personnel Policy Manual – the committee reviewed and discussed the policy. Karen Childs and Pilar Shaker noted some areas that needed proof reading and correction. Two new policies were proposed:
  - a. Pilar Shaker proposed a Maternity/Paternity leave policy and provided an example from another library. All committee members were in favor of the idea and liked the example. Pilar agreed to have it reviewed by the lawyer before adding it to the draft.
  - b. Susan Farnum proposed an amendment to the bereavement policy that would add “parent of a dependent child” to the definition of immediate family members. All members of the committee were in favor and Pilar agreed to add the language change to the draft. The committee did not approve of the addition of “grandparent of dependent child” to the policy at this time.
- B. Annual review of the Library Policies – the committee reviewed and discussed the policies. A few updates were suggested by Karen Childs to reflect date and past-dated policy issues. Four new policy changes/additions were discussed:
  - a. Pilar Shaker informed the committee that the lawyer had suggested the addition of a policy that would cover the creation of video in the library. The committee agreed to this idea and Pilar committed to following up with the lawyer.
  - b. Pilar Shaker informed the committee that the insurance company had advised the library to add a policy indicating how and when the library would ever allow the

distribution of alcoholic beverages (like at a fundraiser). The committee was in favor of this and Pilar agreed to follow up with the lawyer.

- c. Susan Farnum proposed changing the Electronic Device Policy for minor from an opt-in to an opt-out. The committee discussed the implications of this (possible added cost for damage) and the positive outcomes (more residents will be able to access our devices), and agreed to pursue the change. Pilar agreed to draft the update.
  - d. Alicia Hammond and Pilar Shaker discussed the need for a Social Media Policy. Currently the library only has procedures that outline how we manage social media interactions but we are in need of a board approved policy. All committee members were in favor of this and Pilar agreed to pursue it for the draft.
- C. Annual review of Board Policies - The committee reviewed the board policy manual and bylaws, two additions/changes were suggested:
- a. Pilar Shaker suggested updating Article II to reflect the fact that the Director may also provide the second signature on a check. All were in favor.
  - b. Alicia Hammond suggested that language be added to the Board Manual informing all board members that they are official representatives of the library when out within the community. All were in favor and Alicia agreed to create some language for the draft.

### **Adjournment**

Pilar Shaker indicated that she would work on the draft and send the necessary documents to the lawyer for evaluation. Once a working draft is prepared Shaker will arrange for a second meeting of the committee to approve the draft for the board to review.

Meeting adjourned at 4:15pm. Motion made by Lin Beribak, seconded by Pilar Shaker. Motion carried.

Respectfully submitted,

Pilar Shaker  
– Policy Committee/Library Director