

**Forest Park Public Library
Policy Committee Meeting Minutes
Wednesday, August 30, 2017 @ 2:00 PM
Orrin Thorson Conference Room**

Attendees: Susan Farnum, Alicia Hammond, Karen Childs, Pilar Shaker, Andrea Blaylock;
Absent – John Kokoris

Opening of Meeting

- A. Meeting was called to order at 2:07pm
- B. Roll Call
- C. Agenda approved. Motion was made by Pilar Shaker, seconded by Karen Childs. Motion carried.
- D. Guest: None
- E. Approved minutes from January 30, 2017 policy committee meeting. Motion by Pilar Shaker, seconded by Alicia Hammond. Motion carried.

New Business

A. Review current and proposed changes to the Board Policy Manual

The committee reviewed the proposed changes to the Board Policy Manual. Items recommended changes for approval included adding the Opens Meeting Act training for new trustees, within 90 days of appointment and the elimination of RAILS orientation seminar which no longer exist. Motion made to recommend proposed changes to full board by Pilar Shaker, seconded by Susan Farnum. Motion carried.

B. Review current and proposed changes to the Personnel Policy Manual

The committee reviewed the proposed changes to the Personnel Policy Manual with the addition of the IT Supervisor to the list of exempt employees, death in family (child) leave benefit, salary reviews, clarification to the salary raises frozen when employee reach their max salary, and deletion of “unacceptable items” of dress. Motion made to recommend proposed changes to full board by Pilar Shaker, seconded by Susan Farnum. Motion carried.

C. Review current and proposed changes to the Library Policies: Parental Responsibilities Policy, Code of Conduct of the Patrons, Borrowing Privileges, and Fund Balance Policy

The committee reviewed the primary proposed change to the Parental Responsibilities Policy to rename it to the Service to the Youth and Caregivers Policy. Review and discussion PBIS table of this policy was tabled will be reviewed at a later time.

Review of the Funds Balance Policy included discussions for the general funds should be maintained at 6 months of reserves and the Capital Projects fund is renamed to Special Reserve Fund (Capital, committed).

The committee reviewed the loan periods of library materials primarily the restricted use of library cards used by homeless and teen patrons.

The Code of Conduct for patrons Policy was reviewed and suggestions were made to potentially have a separate cell phone policy for the future. Karen Childs shared her research on what other libraries are doing with code of conduct.

All changes to the above library policies will be recommended for full board approval at the next board meeting. Motion made by Andrea Blaylock, seconded by Karen Childs. Motion carried.

Adjournment

Meeting adjourned at 3:45pm. Motion made by Andra Blaylock, seconded by Karen Childs. Motion carried.

Respectfully submitted,

Andrea Blaylock
Chair – Policy Committee