

## **Policy Committee Meeting**

**October 8, 2020**

### **Call to Order/Roll Call**

John Cox called the Policy Committee meeting to order at 1:00 PM via Zoom. Also present were Jenna Diedrich and Dianne Allendorf.

### **Public Comments**

### **Approval of Minutes of the Last Meeting**

### **Discussion of Administrative Succession Plan**

Jenna had presented a starting document for the committee to review. At this meeting, the committee reviewed John's suggested changes to the plan which he had sent out prior to the meeting.

The plan is divided into 2 parts. In Part A, the plan addresses short term absences of 90 days or less. Part B addresses absences of longer than 90 days or possibly permanent. Changes made at the meeting were in language only, with the main changes being changing the pronouns "her/his" to "their" throughout the document. In Part A, the word "senior" was removed from the first sentence in the 2<sup>nd</sup> paragraph. In Part B, the 3<sup>rd</sup> paragraph following the section "Skills and experiences an Interim Library Director needs, the word "if" was taken out. The use of the word "shall" was changed to "may" throughout the document.

The Contacts section on the last page would be filled in by the Library Director.

A motion was made and seconded to approve the recommended changes to the draft to be presented to the board. Motion carried.

The meeting adjourned at 1:23 PM following a motion and a second. Motion carried.

Respectfully submitted,

Dianne Allendorf

Secretary