

**Policy Committee Minutes  
December 15, 2021**

**Call to order**

Meeting called to order by John Cox at 9:30am

Trustees Present: John Cox, Katherine Walker, Walter Johnson, Craig Albaugh (non-voting)  
Also present: Jenna Diedrich, Library Director

**Public Comments**

None

**Approval of September 28, 2021 minutes**

Johnson moved to approve the September 28, 2021 minutes. Walker seconded.

Vote: Johnson – aye, Walker- aye, Cox – aye

Motion passed

**ADA Policy**

In the second paragraph, Cox added the sentence “The Board of Trustees shall be kept fully informed of any issues which may arise regarding ADA compliance requirements.” Walker thought this sentence would better fit at the end of Effective Communication section.

Johnson noted in the second paragraph “ADA Compliance Office” ought to read “ADA Compliance Officer.”

In the Service Animals section, third paragraph, “Staff, trustees...” ought to read “All library staff, trustees...”

In the ADA Grievance procedure section, Walker noted that 60 calendar days seemed too long and suggested 45 days. Cox and Diedrich stated that the 60 days was taken from the ADA. In this same section, Cox suggested adding the sentence, “All such communications shall be shared with the President of the Board of Trustees of the library coincident with the communication to the complainant” at the end of the fourth paragraph. In the fifth paragraph, “with 15 calendar days...” ought to read “within 15 calendar days...”

At 9:43, due to technological needs, the committee requested a brief recess. The meeting resumed at 9:47.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion passed.

**Investment Policy**

In the first paragraph, Cox changed “It’s scope is all public funds of the library” to “The scope of this policy is all public funds of the library.”

In the second paragraph, Walker found confusion with the sentence “The Chief Investment Officer, and by designation, by the Chief Investment Officer, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment procedure.” After different iterations, the committee decided to split into two sentences, “**The Chief Investment Officer shall be responsible for establishing internal controls and written procedures for the operation of the investment procedure. When designated by the Chief Investment Officer, the Library Director shall be responsible.**”

In the Delegation of Authority section, the first sentence states, “The Board of Trustees may employ...” Walker prefers different language than employ. The committee agreed to change it to “The Board of Trustees may **contract with...**” In the third paragraph of this section, parentheses was added to “...investment advisor(s).” The last change in this section was to add “**as designated by the Chief Investment Officer**” at the end of the sentence in the third paragraph.

In Authorized and Suitable Investments, two grammatical errors: “United States of America” and adding parentheses to “Investment advisor(s).” In the second paragraph, Federal Insurance Corporation was changed to Federal **Deposit** Insurance Corporation.

In Investment Guidelines, Walker suggests that the order of the objectives ought to be changed to liquidity before safety of principal. Diedrich stated that most of the language drafted for this policy was taken from the sample created by Phil Lenzini. Cox finds that maintaining the principal is must be prioritized. The committee decided to keep the order as is: safety of principal, liquidity, return on investment, and periodic review. Walker would like to see a timeframe for the periodic review. Diedrich highlighted that the financial statement, including investments, are reviewed every month. The sentence was modified to read, “The Board of Trustees shall review, **at least annually**, investment...”

In Diversification, Albaugh found the second sentence to be missing the word “than.” Cox had originally struck “than” in his revisions, it was added back to the draft. Walker would like the second sentence, “The library shall invest a majority of its funds in authorized...” to be changed to “The library shall invest a **minimum of 51%** of its funds in authorized...”

In Ethics & Conflict of Interest, the second sentence “Such individuals shall disclose to the library and material financial interest...” ought to read “Such individuals shall disclose to the library **any** material financial interest...” Walker requested clarification that if a board members holds checking/savings account at the same bank that the library holds investments, if that information needs to be disclosed. Cox stated that personal accounts do not conflict with library investments. Albaugh clarified that if a person is being paid by the institution, this clause would be applicable.

In Reporting, the first sentence “Financial reports shall be presented to the Board of Trustees by the Library Director or Chief Investment Officer on a monthly basis” Cox modified to read, “Financial reports shall be presented to the Board of Trustees by the Chief Investment Officer **working in conjunction with the Library Director** on a monthly basis.”

Walker moved to recommend the Investment Policy with the suggested changes to the full board. Johnson seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion passed.

### **Library Theft Policy**

Cox added the sentence, “It shall be the policy and practice of the Library District to prosecute anyone in violation of this policy as approved by the Board of Trustees on a case by case basis.”

Walker inquired whether destruction of property should be included. Diedrich said destruction is in the Patron Code of Conduct.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion passed.

**The next two agenda items were accidentally swapped during discussion. Library Records Retention Policy was before Patron Privacy Policy on the agenda. The order of discussion is reflected in these minutes.**

### **Patron Privacy Policy**

In the Confidentiality section, Cox suggests to change the sentence “The Library Director will confer with the Board of Trustees and legal counsel before determining the proper response” to “The Library Director will confer with the Board of Trustees and legal counsel to determine the proper response.”

Walker moved to recommend the Investment Policy with the suggested changes to the full board. Johnson seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion passed

### **Library Records Retention Policy**

Walker suggested to add “not limited to those.” Diedrich informed the committee that the library follows state record retention, which includes a wide variety of documentation. The draft was left as presented.

Walker moved to recommend the Investment Policy with the suggested changes to the full board. Johnson seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion passed

### **Photography & Recording Policy**

Walker suggested explicitly including exhibits and signage stating “photographs allowed” or “not allowed.” Diedrich shared that most visitors/patrons ask for permission to take photographs. Adding that signage is difficult – visitors/patrons typically do not read signs. Discussion moved onto photographing and recording in the children’s library. In the section Performer Photography, Videos, and Recordings touches on children’s library. It is left up to caregivers to inform the library if they do not want their child(ren) included in photos/recordings. The library does have a photo release form that has used.

Cox suggested to add “Failure to comply with such request shall lead to expulsion from the library premises” at the end of the Compliance with Policy section.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.  
Motion passed.

### **Purchasing Policy**

Cox shared that when he received this policy it was difficult to read and edit. Cox said the formatting was off.

Diedrich proposes that due to time and the difficulty to view the Purchasing Policy, that this meeting should conclude and the committee should schedule a second meeting for the Purchasing Policy. Diedrich will send a new copy of the draft policy for committee members to edit. Cox is leaving for vacation on December 26<sup>th</sup>, so a meeting will need to be held before then in order to recommend the policy to the board. The next meeting will only include Purchasing, the Bylaws will be pushed out until after the January regular meeting.

Next meeting scheduled for Monday, December 20 at 1:00pm on the Main Floor.

### **Items for next agenda**

Purchasing Policy

### **Adjournment**

Adjourned at 10:42am

Respectfully submitted,  
Jenna Diedrich  
Library Director