

## **Policy Committee Minutes**

February 5, 2024

### Call to Order

Walker called the meeting to order at 10:00am.

Roll call: Vanderpool-present, Sprengelmeyer-present, Walker-present. Also present Jenna Diedrich.

### Public Comments

None

### Approval of December 18, 2023 minutes

Sprengelmeyer moved to approve the December 18, 2023 minutes. Vanderpool seconded. Motion passed unanimously.

### Public Comment section of Bylaws

At the regular board meeting, trustees requested the policy committee review the parameters of public comments within the Bylaws. Discussion was had on whether to add an additional public comment section near the end of the regular meeting agenda, prior to adjournment.

Sprengelmeyer stated that by adding a second public comment section the board isn't likely to gain new information from the public. All action items of the meeting are typically voted and over prior to the end of the meeting. Any public comments on actionable items would not have any effect on the item itself. Vanderpool understood the request for additional comment time to provide members of the public more time to comment. Walker suggested changing public comment from 3 to 4 minutes rather than adding a second comment section.

Members of the public have requested a second public comment time so they can inform the board when they have made mistakes or provided incorrect information. The committee doesn't find that an additional comment section would be productive and does not recommend a revision to the Bylaws at this time.

### Budget and Internal Finance Policy

The committee reviewed the grammatical and punctuation errors in the current policy. Walker inquired what fees the Historical Room accepts. Diedrich explained that in the past, the library had charged for large research requests. That practice was discontinued as research requests are

a part of the historical librarian's job descriptions. Fees now just refer to copy fees associated with the Historical Room.

Sprenghelmeyer moved to recommend the board approve the revisions to the Budget and Internal Finance Policy. Vanderpool seconded. Motion passed unanimously.

#### Investment Policy

The committee reviewed the grammatical and punctuation errors in the current policy. In the section, Authorized and Suitable Investments, Walker requested a change in the last sentence of the third paragraph. "The Chief Investment Officer will maintain a list of financial dealers and...." to "The Chief Investment Officer will maintain a list of financial contacts and..."

Vanderpool moved to recommend the board approve the revisions to the Investment Policy. Sprenghelmeyer seconded. Motion passed unanimously.

#### Patron Privacy Policy

The committee reviewed the Patron Privacy Policy and did not identify any necessary revisions.

#### Photographing & Recording Policy

The committee reviewed the Patron Privacy Policy and did not identify any necessary revisions.

#### Volunteer Policy

The committee reviewed the newly drafted Volunteer Policy. In the Recruitment section, discussion was had whether volunteers under the age of 18 should require parent signature. There was discussion in favor of not requiring it, but the library does require parent signature in order to obtain library cards. To stay consistent the committee added in the third paragraph after the first sentence, "Parental signature is required for volunteers under age 18."

In the Volunteer Responsibilities section, the committee requested the following be added at the end of the only sentence in the third paragraph: "Volunteers can be released from volunteer duties at any time at the discretion of the Library Director and/or staff." The committee finds this to be an important addition as it identifies who can release volunteers from their duty.

In the Liability section, item number four, the typo "p[eration]" ought to be fixed to "operation."

Vanderpool identified numerous instances in the policy where "library" ought to be "Library." Diedrich will update the errors.

Vanderpool moved to recommend the board approve the revisions to the Volunteer Policy. Sprengelmeyer seconded. Motion passed unanimously.

Items for next agenda

The committee will continue to stay on course with the policy review schedule. The next item up for review is the Employee Handbook. Revisions to the Employee Handbook go to the HR Committee for major review and then to the Policy Committee.

Adjournment

Walker adjourned the meeting at 10:40am

Respectfully submitted,  
Jenna Diedrich  
Library Director