

Policy & Bylaws Committee Meeting Minutes from 3/23/2023

Amy Trueblood began the meeting at 12:00pm. John McGowan, David Diveley, Stacy Lane, Crystal Cerny, and Katie Earnhart were in attendance.

The committee meeting was called to discuss numerous policies in the Personnel, Library Policy Manuals, and Board Bylaws.

Library Policy:

1. Public Forum & Patron Code of Conduct were discussed. The MPLD lawyer has signed off on the public forum policy but references to board bylaws in relation to videoing of the board meetings needs to be completed. These two policies will be tabled until next month.
2. Social Media Policy: The social media policy, minus the section that was extracted relating to employee use of social media, was given to the MPLD lawyer. With questions specifically about how Sunshine and how the policy addresses what comments can be removed. The lawyer okayed the policy as written.
 - a. Crystal made a motion to present the policy to the full board with the only change being the removal of the employee section. Stacy seconded the motion. Motion carried.
3. Computer, Internet Access, & Safety Policy: No changes recommended. Dave made a motion to send to full board, seconded by Crystal. Motion carried.
4. Gift Policy: Recommendations were made to clean up the language to match practice. These changes included removing wording that stated monetary gifts were to be used for materials and that patrons may suggest specific titles or subject areas for their donations. Wording about an engraved card was also removed since we do not have any engraved cards.
 - a. Stacy moved to approve with the changes, seconded by Crystal. Motion carried.
5. Bulletin Board: One change was recommended to be clearer. The word distributed was changed to posted. Crystal made the motion to accept the draft with the change, seconded by Stacy. Motion carried.
6. Lost & Found: No changes recommended. Send to full board for approval.

Personnel:

1. Library Organization: Katie asked that a discussion be had about the employee classification names and how they do not match with other language throughout the policy manual, nor do they match with DOL language. After committee discussion, Katie & Amy will work on a draft for change to be presented at a later meeting.
2. Employment Practices: Changes to discrimination wording will be made to match that of the anti-discrimination policy. Since this policy also references staff classifications it will be tabled.
3. Anti-Discrimination & Anti-Harassment: This policy was approved by the board several years ago, but when all the policies were combined into one manual it was left out. This would place this policy in the Personnel Manual. Dave made a motion to approve and send to the full board, seconded by Stacy. Motion carried.

Board Bylaws:

1. Board Committees & Voting: Based on conversation at the March Board meeting, a discussion and policy review was needed to determine if community members that serve on board committees would have voting authority. After reviewing the policy it was determined that community members could vote so long as there are enough board members present at a

meeting to make a quorum. It was also discovered that the language surrounding our proxy process that was unclear and allowed for a board of trustee to select anyone as a proxy when the intention is to select another trustee.

- a. Dave made motion to change the language to state that a proxy can only be assigned to another trustee, seconded by Stacy. Motion carried.

The meeting adjourned at 1:20pm