

Policy & Bylaws Committee Meeting Minutes from 1/20/2023

Amy Trueblood began the meeting at 12:02am. John McGowan, David Diveley, Red Redinger, Stacy Lane, Crystal Cerny, Jessica Hill, and Katie Earnhart were in attendance.

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

Personnel:

1. Social Media Policy: It was recommended to separate the last paragraph from our policy and add it as a separate entry for our Personnel manual.
 - a. Amy also raised a concern about the moderation of comments and if and how we are allowed to do so and still stay in line with Sunshine rules. Katie will send our policy to Adam Sommer (MPLD lawyer) and ask for his feedback.
 - b. Jessica Hill moved to approve the Social media policy for the Personnel manual and send to the full board for approval. The motion also tabled the rest of the policy that resides in the Library manual until a lawyer has time to vet it. Crystal seconded the motion. Motion carried.
2. Attendance at Conferences:
 - a. A change was recommended to clarify the language used for paying while in attendance at a conference or meeting.
3. Employee Code of Ethics:
 - a. Reviewed, no changes necessary.
4. Parental Leave:
 - a. Discussion was had about increasing the length of paid time off. The committee reviewed the financial impact of having two employees use the Parental Leave policy in the last fiscal year. Seeing as the personnel lines were under budget for that fiscal year it was recommended that the policy be increased to 10 weeks. While some felt more comfortable with keeping at 6 weeks or other okay with increasing to 8 weeks. The majority of the committee preferred to increase to 10 weeks paid. The amended policy will be sent to the full board for approval.

Stacy Lane moved to approve the recommended change to the Attendance policy, to show that the Employee Code of Ethics policy was reviewed, and the recommended changes to the Parental Leave policy be sent to the full board for approval. Seconded by Crystal. All board members in attendance voted yes, with Dave Diveley voting no.

Library Policy:

1. Patron Code of Conduct: This policy was tabled from before in order to allow the committee to draft and have reviewed a Limited Public Forum policy that lines out our video and photography policy.
 - a. The Limited Public Forum policy was also discussed at this time. The lawyer has vetted the policy but since it does not talk about how board meetings can be recorded it was decided that this policy will be tabled until an addition about board meetings can be made.

- b. With this policy being tabled, the Patron Code of Conduct policy will also need to be tabled until the next committee meeting.
2. Public Communications with Board:
 - a. A recommendation from the lawyer prompted this policy to be amended. The recommendation was to remove a portion of section 3D; a section that talks about the board requesting a group of speakers on the same topic to elect a spokesperson. After more discussion, it was decided that it would be best to remove the entire paragraph that makes up section 3D.
 - b. Amy Trueblood moved to approve with this change and send to the full board for approval. Seconded by Jessica Hill. Motion carried.
3. Confidentiality of Patron Information, Freedom to Read, and Library Bill of Rights:
 - a. There was a minor grammatical change to the Confidentiality policy. All others were approved as presented. Red Redinger moved to approve and send to the full board for approval. Seconded by Crystal Cerny. Motion carried.
4. Weapons Policy:
 - a. It was noted that this policy lives in the Library policy manual but there was a question about a corresponding policy for the Personnel Manual. The committee agreed to move forward with this one but Katie will verify if there's any reference to weapons in the Personnel manual and if necessary bring a draft to the committee next month.
 - b. Stacy moved to approve this one as reviewed and send to full board. Seconded by Crystal. Motion carried.
5. Anti-discrimination/Anti-harassment:
 - a. It was discovered that we don't have a anti-discrimination or anti-harassment policy in either the library policy manual nor the personnel manual. Amy found a policy that had previously been approved by the board in 2015 but it did not get included when all policies were reviewed and added into their respective manuals.
 - b. The committee noted that before we vote to add this one into our manuals that it also be separated into two policies (one for personnel and one for library) and that they be sent to the lawyer for review. Motion was made by Crystal, seconded by Jessica. Motion carried.

The meeting adjourned at 1:09pm