

## **Policy & Bylaws Committee Meeting Minutes from April 28<sup>th</sup>, 2023**

Amy Trueblood began the meeting at 8am. David Diveley, Stacy Lane, Crystal Cerny, Jessica Hill, 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. Art Exhibit Policy is up for review. Katie asked for the review to be tabled as she is working to add language to the policy to be compliant with the new SOS rule change.
2. Circulation Policy: Reviewed and no change recommended.
3. Patron Code of Conduct: The patron code of conduct had been previously tabled to clear up language in the new Public Forum Areas policy. The draft was approved with the changes presented but with an additional change to the phrasing of our Photography and Filming phrasing be changed to Photography and Audio/Video Recording in both Patron Code of Conduct and the new Public Forum policy.
4. Public Forum Policy was presented and the above changes to the phrasing were also made.

**Crystal moved to approve the Patron Code of Conduct and the Public Forum Policy as presented with the phrasing change. Seconded by Jessica. Motion passed.**

### **Personnel:**

1. Library Organization: Katie and Amy presented the changes they draft to the position classification section to clean up the section and to mimic the City of Cape and Dept of Labor definitions.
  - a. **Stacy moved to approve, seconded by Crystal. Motion passed.**
2. Employment Practices: Changes were made to modify how vacancies are publicized and wording changes were made to mimic the new position classifications.
  - a. **Jessica moved to approve, seconded by Crystal. Motion passed.**
3. Dress Code, Gum Chewing, Telephone Use, Change of Address, and Use of Library Equipment: No changes recommended.
4. Full Personnel Manual: The full manual was presented with all references to the position classifications updated to reflect the changes from above.
  - a. **Crystal moved to approve, seconded by Dave. Motion passed.**

### **Board Bylaws:**

- a. Trustees Ethics Statement and Form: no changes recommended.

Katie also mentioned that there would be some changes that will need to be made to policies in June to be in compliance with the new SOS rule. She will draft those changes and submit them to the committee for review. It's likely that a special board meeting will need to be called in June to approve these changes with enough time to be in compliance with the State Library.

The meeting adjourned at 8:45am