

## **Policy & Bylaws Committee Meeting Minutes from 08/16/2022**

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

The committee meeting was called to discuss and review the tabled policies from the July meeting which included the *Excused Absence without Pay, Jury Duty, and Military Leave policies*. The committee also met to discuss a draft of a procurement and capital improvement fund expense policy.

### *Personnel Manual:*

1. The committee discussed the excused absence, jury duty, military leave, and workers' compensation policies. No changes were made to the Excused Absence policy. A change was made to the Jury duty policy to mimic the City of Cape's policy. The workers' comp policy only received change in where the apostrophe was located.
2. There was discussion on the military leave policy but there was still a question about the interpretation of the word 'pay' in the first sentence. Katie will reach out to the City to see how they use the policy since our policy uses the same wording as the City's policy. Katie will report back to the committee.

Dave made a motion to send the Excused Absence, Jury Duty, and Workers' Comp policies to the full board for approval. Crystal seconded. Motion passed.

### Board Bylaws:

1. Amy and Katie submitted a draft of the Procurement and Capital Improvement Fund Purchases policies. Amy drafted these policies based on policies from other libraries and current practices of the library.
2. There was discussion of whether to increase the amount from \$5,000 to \$7,500 for the bid requirement. Katie stated that it was her personal preference to keep it at \$5,000.
3. There was also discussion about the final sentence about requiring board approval for any purchase over \$10,000. Comments were made to tighten the language and others to remove it because it was too restrictive. But ultimately the committee decided to leave it as drafted.
4. The Capital Improvement Fund section was drafted to include language that appears in our audit reports as well as a definition to define what funds can be used for (fixed assets).

Crystal made a motion to send this draft to the budget and personnel committee for review and if that committee has no changes, the draft will be sent on to the full board for approval. Dave seconded. Motion passed.

The meeting adjourned at 1pm.