

**Town of Collins Public Library Board of Trustees – Policy Review
Committee Meeting**

Minutes: Thursday October 15, 2020 at 2 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Barbara Ferro.

1. Called to order at 2 pm

2. Board Policies up for review:

A. Reviewed with no proposed changes:

- **I.C.1 Credit Card Policy (2016)**
- **I.C.3 Financial Routine (2018)** –We discussed that we were not strictly following it because of the state’s emergency orders, but since each emergency differs, we will not be changing at this time.
- **I.C.7 Investment Policy (2019)** –We discussed adding any additional banks, but feel that three is sufficient for now.
- **I.C.11 Procurement Policy (2018)**
- **I.C.9b Return Voucher (2020)** – New this year, but putting it on the same schedule as the rest.
- **II.B.8 LED Sign Policy (2019)** – Plan to postpone review for a year. Due to COVID, we don’t really have any idea for how community members may want to use it.

B. Proposed Changes:

- **Bylaws’ Appendix Conflict of Interest (2020)**
 - The System sent some small changes for grammatical clarity.
 - Committee wanted to ask the board if we should split the conflict of interest policy out from the Bylaws appendix where it currently is. Or just wait until next year, since the changes are not pressing when we update the Bylaws?
- **I.A.3 Ethics Policy (2017)**
 - System sent an updated one – a comma in the first paragraph after the word “integrity”.
- **I.B.2 Public Relations Policy (2016)**
 - Update “branch” to “member” and added “System” to B&ECPL.
 - updates that we post our board documents on the website,
 - update Facebook to general social media and included programming with it.
 - Add Google Business to list of pages we regularly maintain
 - Added info about YouTube page we maintain.
- **I.B.3 Emergency Closing Codes (2019)**
 - Added Google Business to list of places to update with closure status.
- **I.C.5 Fund balance (2016)**
 - Grammatical error fix in 5th paragraph.

- Also, included "and/or Certificate of Deposit" after Money Market in places we can keep our reserve funds.
- **I.C.6 Gift and Donor Recognition (2018)**
 - Changed "his or her" to "their" in section II.C.
- **I.C.9 Payment of Invoices (2019)**
 - Step 1. Combined first two sentences – repetitive.
 - Step 2 – very end, changed "bill" to "payment voucher".
 - Step 3: bill is replaced with Payment Voucher, and Invoice is added with receipts to be given to Treasurer.
- **I.C.9a Payment Voucher (2019)**
 - Removed "signature of purchaser" box – It will be assumed signature will be via the credit card or account when purchased. Changed to a "Notes" field.
- **I.C.12 Purchase Policy (~~2016~~-2019)**
 - Forgot we updated this one in 2019 to have purchasing amounts reflect the Procurement Policy.
 - Update under purchasing Instruments to include info about Claims Auditors.
 - Change in Emergency threshold from 3K to 5K to remain in line with other policies.
- **I.D.5 Whistleblower (2019)**
 - Section 2.5 is missing "the" in front of Town of Col...
- **II.B.6 Rules of Conduct (2019)**
 - A couple of additional lines were added that could help with COVID compliance.
 - We can't put masks (or define mask types) directly in there, but it is covered by NYS Law at this time. If it no longer becomes covered by law, we may need to have further discussions with the Library System.
 - #13 laundering was added.
 - #14 lying down was added.
 - #17 being otherwise attired so as to be disruptive to the library environment was added (this could cover items of clothing that contained hate speech, etc.)
 - Added a line about the library retaining ability to put in place additional rules in emergency situations, which may be helpful in case we needed a rule in place before we could get the board together.

C. No new policies

Abbie also told the committee she would continue to try to get all of the policies formatted to be more uniform.

3. Adjourned at 2:20 pm.

Respectfully Submitted, Abigail Barten-McGowan, Director